

PITSTONE PARISH COUNCIL STAFFING COMMITTEE

Minutes of the Parish Council Staffing Committee held on 18 February 2020
in the Meeting Room of Pitstone Memorial Hall starting at 7.35pm.

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.

11SC/19 ATTENDANCE AND APOLOGIES

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

12SC/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.

13SC/19 MINUTES

It was **RESOLVED** to accept that the draft minutes of the staffing committee meeting held on 7 August 2019 were a true and accurate record of the meeting, and the chair was duly authorised to sign on behalf of the council.

14SC/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.

15SC/19 POST EVENT REVIEW OF ANNUAL VOLUNTEER EVENT HELD 16/1/19

The event had been well received and well attended. It was **RESOLVED** to hold a similar event on 21 January 2021, following the same format and further **RESOLVED** to meet the associated cost (approx. £200).

16SC/19 QUARTERLY REVIEW OF HOURS

1. It was **RESOLVED** to pay the Clerk for 25 hours of overtime, at the usual hourly rate, for extra work undertaken in the October to December period with the council's authorisation.
2. It was **RESOLVED** to pay the Clerk for a further 68.5 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 & remuneration, it was **RESOLVED** to pay the overtime in the February payroll (next available).
4. It was noted that no overtime was due to the Parish Assistant on this occasion.

17SC/19 WORKPLACE PENSION

It was noted that the 3-yearly review of auto-enrolments had been undertaken and the associated declaration made to the Pensions Regulator.

18SC/19 REVIEW OF HOURLY RATE

1. New National Living Wage (£8.72ph) becomes effective 1/4/2020.
2. It was **RESOLVED** to implement this rate for cleaners/litter pickers/asset inspectors from 1/4/2020, in line with the pre-agreed budget. Letters of notification to be issued with payslips.

19SC/19 ASSISTANT YOUTH WORKER

The role was discussed. It was **RESOLVED** to launch advertising to coincide with the April edition of PPP with an aim to commence the role in the last half term. Position to be offered on an hourly rate and paid via submitted timesheets, at the National Living Wage of £8.72ph. Initial one-year fixed term.

20SC/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 and hourly rate.

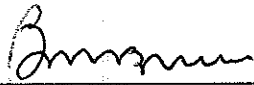
21SC/19 **NEXT MEETING**

The next meeting was scheduled for 23 April 2020 at 7.30pm.

22SC/19 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chair closed the meeting at 8.20pm.

Signed:



Chair

Date: 23.04.20.