

# 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 & remuneration, 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:

30.6.20.

Chair

