

PITSTONE PARISH COUNCIL STAFFING COMMITTEE

Minutes of the Parish Council Staffing Committee held on 30 June 2020
via remote log-in starting at 7.45pm.

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.

SC13/20 ATTENDANCE AND APOLOGIES

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

SC14/20 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.

SC15/20 MINUTES

It was **RESOLVED** to accept that the draft minutes of the staffing committee meeting held on 23 April 2020 were a true and accurate record of the meeting, and the chair was duly authorised to sign on behalf of the council.

SC16/20 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.
- It is still hoped to be able to hold the annual volunteer event on 21/1/2021.
- Annual appraisal of assistant to be undertaken.

SC17/20 QUARTERLY REVIEW OF HOURS

1. It was **RESOLVED** to pay the Clerk for 78 hours of overtime, at the usual hourly rate, for extra work undertaken in the April to June period with the council's authorisation.
2. It was **RESOLVED** to pay the Clerk for a further 18 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 Buckinghamshire Council).
3. As the committee has delegated powers regarding hours, overtime & remuneration, it was **RESOLVED** to pay the overtime in the July payroll (next available).
4. It was noted that no overtime was due to the Parish Assistant on this occasion.

SC18/20 ASSISTANT YOUTH WORKER

Following discussion, it was **RESOLVED** to postpone any recruitment until it is clearer what the impact of Coronavirus may continue to have on the operation of the youth café. At present, it was hoped to re-open in September, but the guidelines were very strict including reduced numbers, booking places, only 3 households meeting, ensuring children remained with the same few groups, cleaning of equipment etc.

SC19/20 STAFFING ISSUES

1. It was noted that all staff were now back at work. All had received PPE and safety briefings and were being supplied with PPE whenever requested.
2. It was noted that playground inspections would resume from 6 July 2020 for Hever Close and Windsor Road as these playgrounds would be able to re-open.
3. The latest information from the Government, insurance company, professional bodies and play bodies regarding the re-opening of playgrounds was discussed and the risk assessment considered and updated.
 - a. It was **RESOLVED** not to commission spray cleaning etc as this would be invalidated as soon as a user entered the playground.
 - b. It was **RESOLVED** to advise employees to wear gloves throughout inspections or to wipe surfaces if they needed to touch them, to protect staff.

- c. It was **RESOLVED** that it would serve no public benefit to ask staff to wipe every playground surface each week, as this would be invalidated as soon as a user entered the play space.
 - d. It was **RESOLVED** that large (A3) clear signage must be provided to explain to the playground users about the inherent risks of Covid-19 germs being present in a freely accessible outdoor space and give details of all the actions required of users eg wipe down surfaces, use of sanitiser, no food & drink, maintain social distancing etc.
 - e. It was **RESOLVED** to include information warning that grandparents and vulnerable persons should take extra care.
4. It was **RESOLVED** that 'casual' staff could return to completing time sheets from July now that more normal work patterns were resuming.

SC20/20 PARISH CLERK / OFFICE

1. It was **RESOLVED** to undertake a risk assessment of the new parish office once we had been permitted access and consider lone working eg is panic button required.
2. It was noted that the Parish Clerk was likely to then work from the dual locations of parish office and home and acknowledged that some fit-out equipment such as extra telephony may be required.
3. It was **RESOLVED** to review terms and conditions of employment once the new office came online and the situation was clearer.
4. It was **RESOLVED** to investigate whether the office could accommodate a desk with table extension at the end for small meetings.
5. It was **RESOLVED** to tentatively raise the possibility of additional cleaning requirements at the new pavilion with the member of staff.

SC21/20 REPORTS

It was noted that a query regarding holiday allowance from the Parish Assistant had been resolved and letter issued.

SC22/20 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.

SC23/20 NEXT MEETING

The next meeting was scheduled for Monday 14 September 2020 at 7.30pm.

SC24/20 CLOSURE OF MEETING

There being no further business to be transacted, the Chair closed the meeting at 8.25pm.

Signed: B Blunt _____

Chair

Date: 14-9-20