

PITSTONE PARISH COUNCIL

Minutes of the Staffing Committee Meeting held on 14 September 2020
via electronic log-in commencing at 19.30

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.

SC25/20 ATTENDANCE AND APOLOGIES

1. Council present via video conferencing:

Cllr Blunt (Chair), Cllr Nicholls & Cllr Saintey plus the Parish Clerk Mrs Eagling.

2. Apologies:

None.

SC26/20 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

The clerk declared a pecuniary interest in relation to the consideration of staff overtime. No written declarations had been received and no other declarations were made.

SC27/20 MINUTES OF THE MEETING held on 30/6/2020.

It was **RESOLVED** that the draft minutes of the Staffing Committee Meeting held on 30 June 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SC28/20 CLERK'S REPORT

The following updates to matters arising were noted and are replicated below to aid members of the public:

1. Cllr Nicholls developing website safeguarding reporting tools.
2. Annual volunteer event draft date 21/1/2021.
3. Annual appraisal of the Parish Assistant scheduled.
4. Recruitment of Assistant Youth Worker to be reviewed post Covid-19.
5. Pavilion workplace risk assessment to be undertaken once council has access to the site.
6. Clerk terms and conditions to be reviewed once pavilion office is operational.
7. Pavilion office fit out to include desk with meeting table extension if possible.

SC29/20 REVIEW OF STAFF HOURS

1. It was noted that no overtime was due to the Parish Assistant.
2. It was **RESOLVED** to pay 41 hours of overtime to the Parish Clerk at the usual hourly rate, for additional hours worked in July and August.

SC30/20 STAFFING ISSUES

1. Staff Issues

It was noted that one member of staff continued to be on sick leave. It was **RESOLVED** to review the situation in October to see if any adjustments to contract needed to be made.

2. Cleaning/Caretaking at Pavilion

It was noted that the existing member of staff wished to step down from this element of their duties. It was **RESOLVED** to advertise for a cleaner/caretaker/h&s checks. Minimum wage. Approximately 5+ hours per week to include Saturday evenings as well as weekdays. Additional hours may be required as number of hirers increases. Additional hours may also be available to support other members of staff from time to time eg litter picking or asset checks.

SC31/20 OTHER REPORTS

No reports received this month.

SC32/20 MATTERS FOR REFERRAL TO FULL COUNCIL

It was **RESOLVED** to update full council on the outcome of the review of staff hours and the recruitment of cleaner/caretaker for the pavilion.

SC33/20 DATE OF NEXT MEETING

It was **RESOLVED** to schedule the next Staffing Committee for 7.30pm on Monday 2 November 2020. No agenda items were requested.

SC34/20 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman thanked the members for their attendance and closed the meeting at 19.55.

Signed: *B Blunt*

Date *2/11/20*

Chairman