

PITSTONE PARISH COUNCIL

Minutes of the Staffing Committee Meeting held on 11 January 2021 via electronic log-in commencing at 19.44.

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.

SC44/20 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.

SC45/20 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No written declarations had been received and no other declarations were made by members. The clerk declared an interest in the agenda item relating to overtime payment.

SC46/20 MINUTES OF THE MEETING held on 2/11/2020.

It was **RESOLVED** that the draft minutes of the Staffing Committee Meeting held on 2 November 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SC47/20 CLERK'S REPORT

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

- Cllr Nicholls developing website safeguarding reporting tools.
- Annual appraisal for Parish Assistant to be undertaken.
- Recruitment of Assistant Youth Worker on hold until pandemic impact on youth café fully known.
- Pavilion workplace risk assessment to be undertaken once office and store operational.
- Pavilion office furniture due for delivery first week of January.
- Both Asset Checker and Cleaner now in place. 3-month reviews due at end March 2021.
- Christmas/thank you cards seem to have been well received.
- Caretaking/health & safety checks being monitored and undertaken by council staff on a temporary basis.

SC48/20 STAFFING ISSUES

1. Staff Overtime

- a. It was **RESOLVED** to pay the Parish Assistant for 11 hours of overtime undertaken in the last quarter to support the re-opening of the pavilion.
- b. It was **RESOLVED** to pay the Parish Clerk for 245 hours of overtime undertaken in the last 4 months to support the re-opening of the pavilion. All to be funded via the previously approved S106 grant.
- c. The staffing committee expressed thanks to members of staff for their efforts to deliver this project.

2. Contract Amendment for Parish Clerk

It was **RESOLVED** that council would issue a minor amendment to the contract for the clerk, to reflect the multi-location now that the parish office will be coming online.

It was **RESOLVED** to continue with the quarterly home office allowance.

It was **RESOLVED** to review the position in 6 months.

3. Coronavirus lockdown implications for staff

National lockdown commenced 5/1/2021 so the staffing committee had liaised electronically. It was **RESOLVED** to ratify the decisions taken and note the current position: both litter pickers and both asset checkers have confirmed that they will continue to work for the time being. 1 of those members of staff may change their mind if the situation worsens. Both clerk and assistant will continue with duties as normal. Clerk will remain primarily home based. Cleaner to be supported with 2hrs of pay per week, even if no cleaning required as pavilion closed to hirers.

4. Volunteers litter picking

It was noted that several individuals had been seen carrying out litter picking voluntarily around the village. It was **RESOLVED** that the Chairman would issue a note of thanks to those individuals in the forthcoming edition of PPP.

SC49/20 MATTERS FOR REFERRAL TO FULL COUNCIL

It was **RESOLVED** that there were no matters for referral to full council for consideration.

SC50/20 DATE OF NEXT MEETING

It was **RESOLVED** to schedule the next Staffing Committee for 7.30pm on Monday 12 April 2021. No agenda items were requested.

SC51/20 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman thanked the members for their attendance and closed the meeting at 20.30.

Signed: *B Blunt*

Date: *4/7/21*

Chairman