

PITSTONE PARISH COUNCIL

Minutes of the Staffing Committee Meeting held on 1 November 2021 in the Community Room at Pitstone Pavilion, commencing at 8.20pm.

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.

SC9/21 ATTENDANCE AND APOLOGIES

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

SC10/21 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.

SC11/21 MINUTES OF THE MEETING held on 5/7/21.

It was **RESOLVED** that the draft minutes of the Staffing Committee Meeting held on 5 July 2021 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SC12/21 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.
- Recruitment of Assistant Youth Worker on hold until pandemic impact on youth café fully known.

SC13/21 STAFFING ISSUES

1. Interviews for the Facilities Manager position for Pitstone Pavilion had been held earlier in the evening, with one candidate postponing until later in the week. It was **RESOLVED** that the committee members would agree the most suitable candidate after the final interview, and then appoint the successful person. It was noted that full council had delegated powers to the Staffing Committee to make the appointment.
2. It was noted that the appointment/recruitment of a suitable cleaner or cleaning contractor was ongoing.
3. It was noted that a potential new voluntary editor for PPP may have been identified. They will shadow the existing editor during production of the next edition to ascertain the level of commitment required. An update will follow in January 2022.
4. It was **RESOLVED** to note and ratify the increase in hourly rate for the Parish Assistant (to £12 per hour) approved at the full council meeting on 28/10/21.
5. It was noted that the minimum wage was increasing to £9.50 from 1/4/22 and **RESOLVED** to increase the hourly rate for the litter pickers / asset checkers to this level from the same date.
6. It was **RESOLVED** to budget for a nominal increase in salary for the clerk and parish assistant for the 2022/23 financial year, plus the increase to minimum wage for the asset checkers / litter pickers. It was **RESOLVED** to carry forward the provision for a cleaner and assistant youth worker. It was **RESOLVED** not to budget for any other additional staff or increase in hours.

SC14/21 MATTERS FOR REFERRAL TO FULL COUNCIL

It was noted that consideration of a cleaner / cleaning contractor would need to be referred to full council as this was not sufficiently developed for consideration at the staffing committee meeting.

SC15/21 DATE OF NEXT MEETING

To be determined closer to the time, probably in January 2022.

SC16/21 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman thanked the members for their attendance and closed the meeting at 20.35.

Signed:

Date:

Chairman

DRAFT