

PITSTONE PARISH COUNCIL

Minutes of the Staffing Committee Meeting held on 18 June 2024 at Pitstone Pavilion, commencing at 7.15pm.

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.

SC1/24 ATTENDANCE AND APOLOGIES

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

SC2/24 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No written declarations had been received and no other declarations were made by members.

SC3/24 MINUTES OF THE MEETING held on 5/2/24

It was **RESOLVED** that the draft minutes of the Staffing Committee Meeting held on 5 February 2024 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SC4/24 CLERK'S REPORT

There were no outstanding issues to note.

SC5/24 STAFFING ISSUES

1. It was noted that both new litter pickers were now operational. One had joined the NEST pension scheme. One had undertaken playground inspection training already. Other training in the process of being booked. 3-month review due September 2024.
2. The feedback arising from the annual appraisals with both the Parish Assistant and the Facilities Manager was noted.
 - The procurement matters relating to the pavilion had been raised and approved by the sports and leisure committee.
 - It was **RESOLVED** to investigate whether Working at Heights training was required by any employee.
 - It was **RESOLVED** to produce a specific workplace risk assessment for the Facilities Manager.
3. It was **RESOLVED** to recommend to full council that the hourly rate for both the Parish Assistant and the Facilities Manager be increased by 50p per hour (to £14 and £13.50 respectively).
4. It was **RESOLVED** to repeat the same format of event as previously for the volunteers event on 17/9/24. Clerk to commence review of the invitation list and draft artwork etc.

SC6/24 MATTERS FOR REFERRAL TO FULL COUNCIL

It was **RESOLVED** to refer the proposed hourly rate increase for the Parish Assistant and Facilities Manager to full council for approval.

SC7/24 DATE OF NEXT MEETING

It was **RESOLVED** to schedule the next meeting for Tuesday 8 October 2024 at 7pm.

SC8/24 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman thanked the members for their attendance and closed the meeting at 19.35..

Signed: *B Blunt*

Date: 8/10/24

Chairman