

Minutes of the Staffing Committee

Held on 27th October, 2015

Present: John Hobson (Chairman), Lauren McCann, Jackie Jeffery.

1. Apologies for Absence. Chris Drew
2. Open Forum. No members of the council or residents were present.
3. Declarations of Interest. There were no declarations.
4. It was resolved that the press and public would be excluded from the meeting on the grounds that it would be prejudicial to the public interest.
5. To consider the terms of reference for the staffing committee. This was deferred for consideration at the next meeting. **Action 1:** Soft copy of example terms of reference to be circulated to members of the committee. Parish Clerk.
6. To review the employee handback provided by Chris Drew and to agree how and by when it should be modified to meet the needs of the council. The committee reviewed and modified the handbook. It was agreed to ask that the Parish Clerk modify the soft copy of the handbook in line with the amendments made by the committee. **Action 2** John Hobson to ask Parish Clerk to undertake this work.
7. To review the job descriptions currently in place for council employees and agree if they need any changes. This was deferred for consideration at the next meeting. **Action 3.** Job descriptions to be circulated to members of the committee. Parish Clerk to circulate job descriptions.
8. To agree how and by when the required employee policies should be written and put in place. A draft policy written by Councillor Hobson was reviewed. It was agreed this was too detailed for the needs of the Council. Therefore it was resolved that the council would model its procedures on and use the ACAS codes of conduct and guidelines for its policies, where additional policies over and above those contained in the employee handbook were required.
9. To consider the Staffing Committees input to the budget discussions at the beginning of January. The committee considered the paper provided by the Parish Clerk and resolved to recommend the following:
 - a. Overtime. To put in place a system to allow employees to claim for hours worked over their contracted hours. This to be at their contracted hourly rate. Additional hours worked to be authorised by the Chairman of the Parish Council.
 - b. Website Maintenance. The number of hours required to maintain the website to be recorded. Based on this, consideration to be given as to how best for employees to complete this work, should it fall outside their contractual hours. This either to be via overtime payments or an agreed change to contractual hours. Further, the employee (s) job descriptions to be amended to reflect these duties.
 - c. Pavilion and East Park Farm. Should these facilities be transferred to Charvil Parish Council then this may result in an increase in hours for one or both of the employees of the council. The same actions should be taken here as is proposed in 9 a, to deal with the need to maintain the website.
 - d. Pensions. The cost of pension contributions for the Parish Clerk should be factored into budget discussions. (The assistant parish clerk has not chosen to join the scheme at this point).

- e. Pay and settlement increase. It is proposed that CPC implement the results of the National pay bargaining process for CPC employees. It is further proposed that the Parish Clerk is moved to Spine Point 27, should this be possible within the reward structure guidelines. It's also proposed that the Assistant Parish Clerk is paid a £300 one off bonus in recognition of her performance. Should she take on more responsibilities at any point in the year, then her Spine Point could be reviewed at that point, again subject to the reward structure guidelines.
10. To set dates of next meetings: 26th January, May 24^t, August 23rd 2016, all at 6pm.