



Minutes of the Meeting of the Staffing Committee held on 11th April 2016

Present John Hobson (Chairman), Lauren McCann, Jackie Jeffery, Chris Drew and Miranda Parker

Apologies Tracy Ray

- 1/16 **Open Forum** - There were no residents present
- 2/16 **Declarations of Interest** – There were no declarations of interest
- 3/16 **Minutes of the Meeting held on 27th October 2015** - The minutes were approved by the committee
- 4/16 **Resolution to exclude members of the press and public due to the confidential Nature of the following agenda items** – This resolution was approved
- 5/16 **To consider the Terms of Reference that this committee should abide by** – The committee felt that the draft terms should be recommended to Council once various small amendments were made, but that the committee should be advisory, and that the terms should reflect this. It was also noted that there should be one further council member as part of the committee appointed at the next Annual meeting of the Council. There was also discussion of what to do if the committee need to talk about sensitive issues around staff (eg pay, grievances etc), and it was agreed these could be discussed as part two items.
- 6/16 **To consider the requirements to manage East Park Farm Pavilion and playing fields, should they be transferred to Council management** – The handover date is likely to be 1st June. Committee felt there needed to be a bedding in period to see how much extra work there was likely to be, and who should be doing it. The hope is that there will be a number of regular bookings, with minimal hall openings for casual users. There is also the issue of how the workload is split, and the committee would like the clerk and assistant clerk to work this out between themselves, particularly as there are wider issues around the amenities workload. The initial period of bedding in may mean that the clerk and assistant clerk will have a temporary spike in their workload, so agreement needs to be sought on the over-time proposals put forward in the minutes of 27th October, but which have not been discussed either with staff or by full council. Once a decision has been reached, there will need to be a variation of contracts on this.
- 7/16 **Open Forum to discuss staffing issues** – The issue of payments to staff was raised, and Committee were under the impression that payment for putting up the stage was no longer put through expenses, and demanded that this practice stopped immediately. However, there either needs to be an alternative method of remuneration, or a change in the system. Cllr Drew suggested the stage should become self-service. The Home as Office payments also need to be looked at as at present, staff can be paid £4 per week for working from home tax-free, and anything over this needs to be taxed. The clerk suggested the Chair of Finance consider how best to pay the staff so that neither is worse off.
The clerk also brought up the fact that for a quarter of the year from February 2015, she had effectively been doing two jobs and had received no remuneration for this. Committee agreed to consider this as a part two.

There was also some discussion around the staff handbook, and that once it had been found, should be updated as decided at the meeting on 27th October.

- 8/16** **Training Requirements** – The clerk suggested Excel training for both the clerk and assistant clerk, and possibly offering the assistant clerk some professional training.

- 9/16** **Pensions Update** – The clerk showed the committee the paperwork from The Pensions Regulator, and to abide by this, a letter needs to be written to formally offer the assistant clerk the opportunity to join the Berkshire Pension Scheme. Because she earns less than the minimum threshold, it is not compulsory for her to join if she does not wish to. The Chairman is to write to her offering her this opportunity. The clerk reported that Council’s contribution has increased to 18.7% from 18.2%.

- 10/16** **Date of next meeting** – the next meeting will be on Monday 23rd May and the following meeting will be on Monday 28th November, both at 8pm in the Committee Room.

Part 2

The clerk left at this point due to the nature of the discussion

The committee agreed to put the following resolution to full Council
“To consider a proposal from the staffing committee to award the clerk a bonus in recognition of her working two roles while the assistant clerk was absent due to illness”

There being no further business the open meeting closed at 9.40pm

Chairman’s Signature