



Notes of the Meeting of the Staffing Committee held on 9th December 2019 at 6.30pm

Present Claire Andersen (Chairman), Jim Gillett, Pat Sutlieff, Amanda Burton and Miranda Parker

Absent Jane Hartley

- 1 **Open Forum** - There were no residents present. Because the meeting was inquorate, the decision was to carry on with a discussion on each point, with recommendations being carried forward to the Full Council meeting on 16th December
- 2 **Declarations of Interest** – There were no declarations of interest
- 3 **Minutes of the Meeting held on 25th March 2019** - The minutes were approved by the committee
- 4 **Resolution to exclude members of the press and public due to the confidential Nature of the following agenda items** – This resolution was approved
- 5 **To note the resignation of the Village Warden and to approve re-advertising the role** – The resignation was noted, and it was recommended to advertise the role again subject to checking with the present warden if there is anything we should change
- 6 **To consider and approve the job description for the Caretaker role and how best to advertise it** – Subject to a couple of changes, the advertisement was recommended for approval, and it was suggested the advertisement should be put in the Village News, on the website, on Facebook, on the WBC website and on possibly on one of the online recruitment pages.
- 7 **To consider how to assist the Assistant Clerk with Hall Openings until the appointment of a Caretaker is made, including removing the requirement for overtime approval before the work is undertaken as the role is reactive** – It was recommended to pay the assistant clerk overtime for hall openings from the beginning of the financial year, and to remove the requirement for permission prior to working overtime, as often it is impossible to predict when extra work will be needed. Going forward, overtime should be paid for opening until a caretaker is appointed, and Councillors should be encouraged to help where they can so the assistant clerk can have time off at weekends. Of concern is the closing of the pavilion after dark, and it was recommended that bookings would only be taken if a member of the Council was available to accompany the Assistant Clerk. The Assistant Clerk also expressed concern if power were to trip at the Pavilion of an evening for the regular users, because none of them have a key to the cupboard where the fuse box is situated. It was recommended that the lock is changes so they can then be issued with the correct key, avoiding evening call out of a member of staff.
- 8 **To consider who needs to undertake lone worker risk assessments** – It was pointed out that the Council has three employees, all of whom work on their own, with two of them having their addresses widely distributed in the public domain. In line with the Lone worker Policy in the Employee handbook, it was felt that it would be best for the Council to carry out risk assessments and it was recommended that some of the

Staffing Committee would investigate what was needed and carry out these assessments.

- 9 **To consider and approve the employee handbook now that the changes that had been requested in March had been made** – Subject to a couple of conflicting advice being dealt with, this was recommended for approval.
- 10 **To consider training needs** – There is some lone worker training that is to take place in January that the Clerk and Assistant Clerk will attend. Both members of staff will look out for appropriate training as and when they see it.
- 11 **Open Forum to discuss staffing issues** – The Clerk commented that it needed to be easier for staff to raise welfare issues, but the employment structure of the Council makes this very difficult. It was recommended that two dates would be put in the diary between Staffing Committee meetings to allow staff to meet with the Chair of Staffing if there are any issues, and if necessary, to bring up any points in between time.
- 12 **To Consider Pay Rates for 2020-21** – The committee examined the benchmark criteria produced by NALC and the spine points that had been used for the latest pay agreement ending in 2020, and although the agreement for the next financial year is yet to be confirmed, the recommendation to increase the Assistant Clerk to new Spine Point 16 and the Clerk to new Spine point 26 will be taken to Full Council. They did not consider the post of Village Warden in the light of his resignation.

Date of next meeting – Monday 23rd March 2020

There being no further business the open meeting closed at 8pm

Chairman's Signature