

Minutes - Staffing Committee

Minutes of the meeting held at 6.00pm on Monday 9 October 2023 at the Parish Council Offices, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB

In a	attendance: Amanda Lash (Parish	Clerk)				
1.	To note Councillors present Cllrs Arthur (Chair) Bowers, Gaisfo	ord, Pentecost and White		001/23/S		
2. No	Apologies ne.			002/23/S		
	Declarations of interest and disp declarations of interest were made		anted.	003/23/S		
4. No	Public Participation ne			004/23/S		
	Minutes of the Last Meeting					
	mbers approved the minutes of the ord.	last Staffing Committee 14 August	2023 as a tru	e and accurate		
	pposed: Cllr Gaisford	Seconded: Cllr Bowers	unan	005/23/S		
It w	Local Government Employer's D yas resolved to recommend to Cou oposed: Clir Gaisford		unan	006/23/S		
7. Eye Test for Office Staff It was resolved to refund S Brooks for an eye test at a cost of £25 in accordance with the Safety Executive.						
	pposed: Cllr Arthur	Seconded: Cllr White	unan	007/23/S		
8. Christmas Office Opening Hours It was resolved to recommend to Council that the office is closed to the public between 27 December and 29 December 2023 (excluding Bank Holidays). Staff can work from home where practical for 3 days (if usual working hours) or take annual leave as normal. Finance Officer and Clerk to discuss "on-call" cover for emergencies. Clerk to discuss with Library staff. Proposed: Cllr Arthur Seconded: Cllr White unan 008/23/S						
9. Public Bodies (Admissions to Meetings) Act 1960. To resolve that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items: Staffing, contracts						
No	public.			009/23/S		
		4				

Date:

Signed:

10. Staff Contracts

It was **resolved** to amend staff contracts, to state that "TOIL requires **prior** approval from the Staffing Committee. If the Staffing Committee agree that additional hours need to be worked, then that time must be taken back at the earliest opportunity, as time off in lieu will not be allowed to accrue". This is to ensure consistency across all staff contracts.

Proposed: Cllr White Seconded: Cllr Bowers unan 010/23/S

11. Clerk's Objectives

The objectives of the Clerk were discussed and noted.

In addition to these the Clerk has:

- Carried out DSE (Display Screen Equipment) and workstation assessments (including FO working at home assessment).
- Health and Safety Policy (following risk assessment and management review)
- Re-introduced regular staff meetings
- Completed review and assessment of policy and procedures (need to implement and write)

011/23/S

12. Staff Appraisal

The Finance Officer's appraisal was discussed and noted.

012/23/S

13. 2023/25 Budget/Staff Review

An initial discussion was held regarding the budget for next year. The Clerk recommended a Grounds Maintenance Team in response to additional recreational facilities, toilets and general risk management of play areas and public spaces. Two job descriptions were distributed (1) Maintenance and Grounds Manager and (2) General Maintenance Assistant. Potential costs to Council were outlined by the Clerk. A full discussion would need to be had with the Finance Officer regarding current budget as well as next year's budget. Proposed staff review would increase staffing budget 2024/25 by approximately 19%. A Council vehicle was also discussed. Clerk to get quotations including livery of vehicle. Due to lack of time, office staff will be deferred to next meeting.

It was **resolved** to **recommend** to Council the creation of 2 Grounds/Maintenance positions. Details of hours/pay, timescale/contract start dates, advertising, to be discussed further at Full Council. **Proposed: Clir Bowers**Seconded: Clir Gaisford unan 013/23/S

14. To **note** the date of the next meeting: 30 October 6pm

014/23/S

There being no further business, the Chair closed the meeting at 7.05pm

Signed:	 Date:	

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