

**Minutes of the Staffing Committee of Farnsfield Parish Council held at
7pm on Tuesday 20th October 2020**

The meeting was held over the internet via Microsoft Teams

Present: Cllrs. Puddephatt (Chairman), Strawson, Westbury

Also Present: Vikki Arkell (Clerk & RFO) and Cllr Purcicoe as a member of the public.

20.26 To receive any declarations of intention to record the meeting other than by council
None received

20.27 To receive any apologies for absence
None - Full attendance

20.28 To receive any declarations of interest
None received

20.29 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1(2) and resolve to exclude public and press for these items.

The Committee resolved to exclude 20.34 To review and discuss Clerk's progress during period 1.8.2020 to 31.10.2020 and prepare for appraisal meeting on 27 October 2020

20.30 10 minutes for the public to comment and ask or answer questions about agenda items

No public were present

20.31 Clerk's staffing report

The Clerk updated the committee on the staff work schedule including overtime hours. The Clerk was pleased with the staff and the positive communication between them.

20.32 To discuss the Clerk achieving the CiLCA qualification including.

20.32.1 The cost of the qualification including learning support costs

The cost is £410 registration and £100 for all sessions. There may be additional session at £30 each required. These will be discussed/agreed on a need's basis.

20.32.2 The contractual obligations of the Clerk after achieving the CiCLA

As per the Clerks contact, the Clerk must stay 6 months after completion of the qualification or pay for the cost of the qualification

20.32.3 Giving the Clerk paid study time for the CiLCA qualification

The Committee would recommend an allowance of 2 Hours paid study time per week starting from November

20.32.4 The contractual obligations of the Council after the Clerk is CiLCA qualified

The Committee suggested increasing the salary by 1 scale point or providing a bonus for passing the exam, this will be discussed in the future.

20.33 To review parish staff contractual holiday allowance including;

20.33.1 The amount of holiday allowance parish staff currently has

The Committee will recommend the Increase of Holiday allowance to follow the

NJC scale of 22 days per annum plus 8 bank holidays.

20.33.2 Can staff carry unused holiday over into the next year, and if so, how much
The Committee will recommend that 10% can be carried over without approval and above 10% would need further approval

20.33.3 If staff can be paid for unused holiday at the end of the financial year.

The Committee will recommend Staff cannot be paid for unused holiday again except for under exceptional services

20.34 To review and discuss Clerk's progress during period 1.8.2020 to 31.10.2020 and prepare for appraisal meeting on 27 October 2020.

The staffing committee agreed Vikki had made an excellent start and was already proving to be a great asset to the council and the village.

**Minutes of the Staffing Committee of Farnsfield Parish Council held at
7pm on Tuesday 5th November 2020**

The meeting was held over the internet via Microsoft Teams

Present: Cllrs. Puddephatt (Chairman), Strawson, Westbury
Cllr Purcicoe was present as a member of the public

20.34 To receive any declarations of intention to record the meeting other than by council
None Received – Council did not record the meeting

20.35 To receive any apologies for absence
None Received – All present

20.36 To receive any declarations of interest
None Received

20.37 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1(2) and resolve to exclude public and press for these items.

The Committee resolved that all agenda items would be open to the public as none were of a confidential nature.

20.38 10 minutes for the public to comment and ask or answer questions about agenda items

No members of the public chose to speak

20.39 To discuss the COVID-19 November closure and staff working schedule

The most recent restrictions for Farnsfield have resulted in the Village Centre having to close. The Cleaner is unable to work however all other staff can continue to work. Both the Clerk and Booking Clerk can continue to work from home. The Village caretaker's job is mostly unchanged.

20.40 To discuss the Government led Job Retention Scheme and if any staff are eligible
Those employed by the Council who are unable to work due to COVID and therefore eligible, will be placed on Flexi Furlough. Staff who are furloughed will remain on 100% salary. 80% of hours not worked will be claimed from HMRC and Farnsfield will continue to pay 20% of the wages.

20.41 Items for future Agenda

Overtime

CiLCA update

**Minutes of the Staffing Committee of Farnsfield Parish Council held at
7pm on Tuesday 19th January 2020**

The meeting was held over the internet via Microsoft Teams

**Present: Cllrs. Puddephatt (Chairman), Strawson, Westbury
Cllr Purcicoe was present as a member of the public
Due to technical issues the meeting started at 19:06**

20.42 To receive any declarations of intention to record the meeting other than by council
None received – The council did not record the meeting

20.43 To receive any apologies for absence
None received – Full attendance

20.44 To receive any declarations of interest
None received

20.45 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1(2) and resolve to exclude public and press for these items.
The committee resolved not to exclude the public for any agenda items.

20.46 10 minutes for the public to comment- and ask or answer questions about agenda items
No members of the public chose to speak

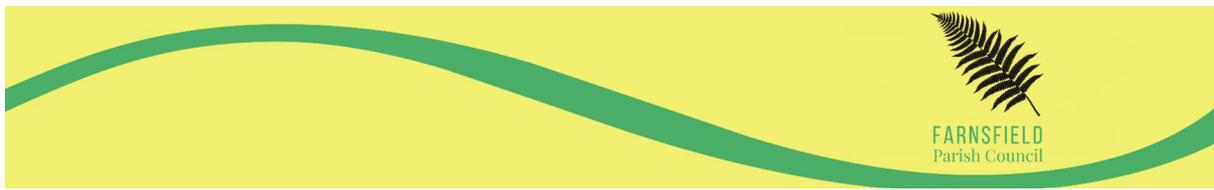
20.47 To accept the 20th October and 5th November 2020 Staffing Committee meeting minutes as accurate
**The committee resolved to accept the 20th October 2020 Minutes as accurate.
With the amendment of the date of the meeting, the committee resolved to accept the 5th November 2020 minutes as accurate.**

20.48 To discuss the COVID-19 closure and staff working schedule
The Clerk will continue to work from home during the Tier 4 lockdown attending the office if additional resources are required, this will be the same for the booking clerk. The caretaker remains working as normal and the village centre cleaner remains on furlough.

20.49 To discuss the transference of Annual Leave allowance to the next financial year due to COVID-19
The committee resolved to recommend to council, that due to COVID-19 the council should allow 1 working weeks holiday to be carried over to the next financial year.

20.50 To discuss staff overtime and if the amount of overtime the Clerk is able to authorise
The committee resolved to recommend allowing the Clerk to authorise overtime due to COVID-19. The Clerk is to not authorise any other overtime.

20.51 To discuss the Clerks September overtime
The committee resolved to pay the Clerk 15 hours overtime owed from September.



20.52 The Clerk to update the Staffing Committee on her CiLCA qualification.
The clerk is enjoying her CiLCA learning. The committee agreed to the clerk completing 2 additional courses to aid learning, on planning and freedom of information at £16.50 per session.

20.53 Items for future Agenda
None

The meeting was closed at 20:00