

Bourton-on-the-Water Parish Council

Minutes of a meeting of the Staffing Committee held at 2pm on Friday 10th December 2021 in the Windrush Room, The George Moore Community Centre

Those Present: Cllr B Hadley (Chairman), Cllrs N Randall and B Sumner

In attendance: Sharon Henley, Clerk/RFO

Members of the Public: None

The Chairman opened the meeting by explaining that this committee had formerly been known as the Personnel Sub-Committee, reporting to the F&GP Committee. At the October Council meeting it had been resolved that all existing committee members should form a Staffing Committee (to replace the Personnel Sub-Committee) which would report directly into full Council. This was the first meeting of the new committee and any recommendations would be considered at the January full Council meeting.

1. Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following items are confidential as they relate to Staffing Matters. As such, the press and public are excluded from the meeting. Proposed by Cllr Hadley, seconded by Cllr Sumner and APPROVED.
2. Apologies for absence: Cllr Lynda Hicks. These were accepted.
3. Declarations of Interest. There were none.
4. The staff Annual Appraisals were reviewed and actions agreed for recommendation to full Council:
 - 4.1 Assistant Clerk: It was agreed that amendments were required to the current Contract of Employment to give parity on holiday arrangements with other members of staff. In addition, the wording on pension payments required updating and correcting to reflect current arrangements. It was proposed to recommend a salary review from SCP 24 to SCP 25 backdated to 1st November 2021 and this was APPROVED for review by full Council.
 - 4.2 Caretaker – The contracted hours were increased in 2019 from 10 to 12 per week to facilitate late afternoon locking up of the Centre. This was no longer required due to the new Clerk's working arrangements but the additional hours were being made up over the week. The postholder was considering whether to request a return to 10 hours per week at the time of the meeting but this would not be progressed unless the request was received in writing by the Clerk. In line with the job description, the post-holder requested that tasks be limited to those required for the GMCC and not off-site which required the use of his personal vehicle.
 - 4.3 Finance Officer: The contract of employment to be amended to reflect the correct pension arrangements, following written confirmation from the postholder. The postholder has agreed to undertake some additional finance work in with his existing contract in order to free up some clerking capacity and help with workload. The Clerk has requested that all staff complete weekly timesheets so that workload and capacity can be monitored for future review by the Committee.
 - 4.4 Clerk/RFO: The Clerk requested a laptop for use in meetings and home working and this to be progressed following confirmation on return or purchase of the Council's laptop by Cllr Davis. An extremely high clerking workload was difficult to sustain, even with significant help from the Assistant Clerk. The Committee agreed to consider recruiting a temporary Deputy Clerk on an 8-10 hour per week contract and this to be further considered by full Council as there would be an impact on the budget and working arrangements. The SLCC Staffing Review of 2019 suggested that additional clerking hours were needed in order to meet the requirements of the Council and Committee.

There being no further business the meeting closed 14.56 hours.