

MINUTES

Minutes of the Personnel Sub-Committee held on 15th September 10.00am Main Office. Parish Rooms

Attended by, Cllr Booth, Cllr Harper, and Cllr Turner.

Also, in attendance. Karen Crowhurst - Clerk/RFO and Corinna Goward – Assistant Clerk

Members of the public. None.

Item no	Minutes
1.	TO RECEIVE APOLOGIES FOR ABSENCE
1.1	There were no apologies for absence.
2.	DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS
2.1	There were no declarations of Members' interests or dispensation requests.
3.	TO ACCEPT THE MINUTES FROM THE PERSONNEL SUB COMMITTEE MEETING HELD ON 10th MARCH 2020
3.1	It was resolved to accept the minutes from the Personnel Sub Committee Meeting Held on 10 th March 2020.
4.	PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes
4.1	There were no Members of the Public present.
3.	STAFFING MATTERS CONFIDENTIAL – <i>Exclusion of the press and members of the public</i>
3.1	a) Lone Working
3.2	Matters around lone working were discussed. It was agreed that a policy should be created to minimise risk. It was further agreed that for now the Office should only allow the public into the office on an appointment basis. Especially during the pandemic. This will be reviewed periodically. It was further agreed to investigate some form of panic alarm linked to the Academy as well as staff being provided with personal alarms. Action – The Clerk.
3.3	b) Annual Increment and spinal column increase
3.4	This was covered at the Parish Council meeting.
3.5	c) Stress in the Workplace
3.6	It was requested that the staff identify stress areas and triggers. The Clerk and Assistant Clerk shared a couple of these in confidence. It was agreed for Cllr Harper alongside the Clerk to work on a Stress in the Workplace Policy for adoption by Council. Action Cllr Harper and the Clerk.
3.7	d) Review of resources and outsourcing of services
3.8	It was mentioned that resources seem to be established on a need basis. Currently the Chairman of the Council took advice from SSALC regarding an overview of the Clerk's salary. The Chairman was guided to a colleague who would be able to assist with this. A

brief has been prepared on that basis and the cost of the service established for the amount of £200.00. Outsourcing the payroll is still very much an option. A Consultant for the Neighbourhood Plan needs to be identified and sourced and appointing an HR company as a resource may also be considered in the future.

3.9 e) Office cleaning arrangements

3.10 The Clerk informed Members that the Academy can provide a cleaner and invoice accordingly. The Clerk advised that at present a cleaner will really only be required for one hour per week.

3.11 f) Resignation of Assistant Clerk

3.12 Members noted the resignation of the Assistant Clerk and expressed their sadness regarding her leaving. The last day of employment for the Assistant Clerk will be 31st October 2020.

3.13 Cllr Harper read the notes of the exit interview. It was agreed that Cllr Harper will read his notes to the Council under staffing matters, given the types of reasons for the Assistant Clerk to tender her resignation. **Action – Cllr Harper.**

3.14 g) Temporary staffing arrangements

3.15 The Clerk informed Members that she has managed to source a Finance Administrator for an initial 3 months. Which will allow the Committee and Council to establish what is required staffing wise. As yet, no one has expressed an interest about being an administrator for 3 months, the aim was to try and find someone in the sector as they would have an understanding of Local Government and Governance.

3.16 h) Specialists support

3.17 The only Specialist that has worked alongside the Parish Council is Chris Bibb with regard to the play area renewals and the delivery of a skate ramp. It was agreed that for larger projects specialists should be appointed to work alongside the Clerk and Council in order to achieve project delivery.

3.18 i) Health and wellbeing for staff – Occupational Health

3.19 It was agreed that there should be some form of Occupational Health Service available to Staff.

3.20 j) Recommendations regarding staffing matters to Council – To agree content of the report

3.21 Cllr Harper is currently preparing a paper for Council.

4. **POLICIES FOR APPROVAL AND ADOPTION TO BE AGREED BY COUNCIL**

4.1 a) Stress Management

4.2 This policy is still being created.

5. **OFFICE RISK ASSESSMENT**

5.1 It was reported that an Assessment has been created. Covid 19 preventions in the office is still being worked upon. Concerns were expressed about Zoom meeting attendees not showing their faces in meetings. If they were attending a public meeting they would be seen. Other risks regarding Zoom risks were discussed. No decisions were made.

6. **RISK MANAGEMENT – To identify any risks regarding staff and the office**

6.1 These are covered as above.

7. **DATE OF NEXT MEETING AND ITEMS FOR INCLUSION ON THE AGENDA**

7.1 It was agreed that the date of the next Personnel Sub will be Monday 19th October 10.00am.

8. **CLOSE OF MEETING**

8.1 There being no further business, the meeting closed at 11.40pm.