

FRAMPTON COTTERELL PARISH COUNCIL

MINUTES OF A MEETING OF STAFFING COMMITTEE HELD THURSDAY 24th OCTOBER 2019 AT 8.00pm AT THE BROCKERIDGE CENTRE, WOODEND ROAD, FRAMPTON COTTERELL

PRESENT: S Walters (Chair), L Williams, P Hockey, E Pennell, A Allan, S Tubey

APOLOGIES: None

IN ATTENDANCE: A Durn (Interim Clerk)

S.19.70 To receive and accept apologies for absence

There were no apologies received.

S.19.71 To approve the Minutes of the Staffing Committee meetings held on 17th July 2019, and Extra Ordinary meetings on 30th July 2019, and 12th August 2019

The meeting on 17th July 2019 was not held as it was inquorate.

It was RESOLVED to agree to the Minutes of the 30th July 2019 and 12th August 2019 as a true and correct record.

S.19.72 To co-opt Councillor S Tubey on to the Staffing Committee

It was RESOLVED to recommend to Full Council to co-opt Cllr S Tubey on to the Staffing Committee.

S.19.73 To agree the membership of the Grievance Panel

It was RESOLVED to agree to Cllrs P Hockey and E Pennell to be members of the Grievance Panel.

S.19.74 EXEMPT ITEMS Prior to consideration of the following agenda items, councilors are invited to pass the following resolution: Pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 (as extended by S100 of the Local Government Act 1972, the Press and Public be excused from the meeting for the following items of business on the grounds that its consideration would involve the disclosure of exempt information as defined in Part 1.

It was RESOLVED to agree to exclude the Press and public.

S.19.75 To review the HR contract and agree actions

It is good practice to regularly review contracts. The Clerk reported that the Council had access to varying HR services through 3 contracts and it was timely to work on the 2020/21 contract process. It was RESOLVED for the Clerk to investigate the 3 contracts and report back to the Committee.

S.19.76 To receive the Staffing report and agree actions

The report was reviewed:

Appraisals – one completed, one in progress. A report will come back to the Committee.

Stress risk assessment – the Clerk emphasized the seriousness of stress at work and the legal obligations the Council must protect staff from stress. A stress risk assessment is being carried out with staff and a report will come back to the Committee and to Full Council for sign off.

Resignation – Two caretakers share one post. One of the caretakers has resigned to pursue other opportunities. The other caretaker has offered to extend his hours over the autumn/winter and to review in the Spring.

It was RESOLVED to extend the Caretakers hours to 24 hours per week with a review at 31st March 2020.

Annual leave – the Administration Officer covered the duties of a member of staff for an extended period. It would not be possible for the extra hours to be taken as leave by the end of the year.

It was RESOLVED to pay the extra hours at the normal daily rate as a recognition of the exceptional circumstances.

Other matters – an update was given on staff and team meetings, training, and further work plans

The Clerk left the meeting. The following Minutes were taken by Cllr S Tubey.

S.19.77

To agree the recruitment process for the new Parish Clerk

It was RESOLVED to carry out the process as advised by the HR contractor and the Recruitment Policy. The Chair of Staffing to lead on the recruitment with their advice.