



NOTICE OF A MEETING OF THE PARISH COUNCIL

PUBLIC AND PRESS ARE WELCOME

An Extra Ordinary meeting of the **Staffing Committee, Frampton Cotterell Parish Council** to be held on **Wednesday 13th January 2021 at 7.30pm**. This meeting will be held using the **Zoom platform**.

Members of the public and press are welcome to attend. Please be aware that filming and other recording may take place at the meeting.

<https://us02web.zoom.us/j/84394771401?pwd=ajNFV0RvcXEyYTRldFIYT0RzWnpDQT09>

Meeting ID: 843 9477 1401

Passcode: 908077

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P Hockey

Cllr P Hockey

Chairman of Staffing Committee

13th January 2021

A G E N D A

1. To receive apologies for absence
2. To receive any Declarations of Interest and any requests for Dispensation
3. To approve the Minutes of the Staffing Committee meeting on 19th November 2020
4. To receive the Chair's report
5. **EXEMPT ITEMS:** Prior to consideration of the following agenda items, councillors 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 excluded from the meeting for the following items of business

6. To discuss the contract and recruitment for an Estates Officer and agree actions
7. To review the staffing budgets for 2020/21 and options for consideration for 2021/22 and agree recommendations for Full Council
8. To receive a Staffing Report and agree actions

FRAMPTON COTTERELL PARISH COUNCIL

MINUTES OF A REMOTE MEETING OF THE STAFFING COMMITTEE HELD THURSDAY 19th NOVEMBER 2020 AT 7.00pm

PRESENT: Cllrs P Hockey (Chair), M Bridgland, P Crocker, E Pennell

APOLOGIES: Cllr L Williams

IN ATTENDANCE: A Durn (Parish Clerk)

- S.19.123 To receive apologies for absence**
An apology was received from Cllr L Williams and accepted.
- S.19.124 To receive any Declarations of Interest and any requests for Dispensation**
There were no declarations of interest or requests for dispensation
- S.19.125 To approve the Minutes of the Staffing Committee meeting on 10th September 2020**
It was RESOLVED to accept the Minutes of the Staffing Committee meeting held on 10th September 2020 as a true record.
- S.19.126 To receive the Chair's report**
The Chair raised concerns about the amount of work the staff were dealing with and that allowances were to be made for this. She thanked the staff.
- S.19.127 To discuss the review of the HR policies and agree actions**
Due to the resignation of the former councillor who was on the HR Policy Review Group, it was requested that a councillor assists with this review.
It was RESOLVED for Cllr Hockey to join Cllr Bridgland on the HR Policy Review Group.
- S.19.128 EXEMPT ITEMS: Prior to consideration of the following agenda items, councillors 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 excluded from the meeting for the following items of business
It was RESOLVED to exclude the Press and public.
- S.19.129 To discuss the contract and recruitment for an Estates Officer and agree actions**
The job description for the Estates and Amenities Officer had been agreed by staff and the Staffing Committee and sent to the HR contractor for grade evaluation. There had been challenges by the contractor to commission someone to complete the evaluation due to the grading system used by the Council and it was recommended to send it to South Gloucestershire Council who put in the grading system currently used by the Council. It was agreed to commission South Gloucestershire Council to complete the evaluation. The Staffing Committee would hold an Extra Ordinary Committee meeting to discuss the outcome.
- S.19.130 To review the staffing budgets for 2020/21 and options for consideration for 2021/22**
There was a detailed review and discussion on the staffing budgets for 2020/21 and 2021/22 including the current workloads, the implications of priorities and projects agreed by the Council for the next 3 years, the impact of COVID-19, pay awards, training, and possible staff absence cover. It was RESOLVED to delegate to the Clerk to manage the staffing capacity to enable completion of work within the 2020/21 budget.

It was RESOLVED to make recommendations to the budget meetings, Finance and Governance Committee, and Council to include provisions for a possible pay award and staff cover depending on the outcome of the Estates and Amenities Officer evaluation and projects and priorities agreement by Council.

S.19.131 To receive a Staffing Report and agree actions

The Staffing report was discussed including current and projected workloads, staff leave, sickness, hours accrued, annual leave, appraisals, and office cover over Christmas.

It was RESOLVED to recommend to Council that the office is closed on 24th December 2020 and to open on 4th January 2021. The staff would take annual leave during the office closure outside of the statutory holidays as per contract.

DRAFT