

FRAMPTON COTTERELL PARISH COUNCIL

MINUTES OF A REMOTE EXTRAORDINARY MEETING OF THE STAFFING COMMITTEE HELD WEDNESDAY 13th JANUARY 2021 AT 7.00pm

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

APOLOGIES: Cllr P Crocker

IN ATTENDANCE: A Durn (Parish Clerk)

Due to IT connection problems, the meeting started at 7.47pm

S.19.132 To receive apologies for absence

An apology was received from Cllr P Crocker and accepted.

S.19.133 To receive any Declarations of Interest and any requests for Dispensation

There were no declarations of interest or requests for dispensation.

S.19.134 To approve the Minutes of the Staffing Committee meeting on 19th November 2020

It was RESOLVED to accept the Minutes of the Staffing Committee meeting held on 19th November 2020 as a true record.

S.19.135 To receive the Chair's report

The Chair thanked the Clerk and the staff for all their hard work especially under the changing COVID regulations. She had another item to raise but it would be under exempt items.

S.19.136 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.19.137 To receive the Chair's report

The Chair reported of a complaint received by a member of the public and the actions taken. It was RESOLVED that the complaint was not upheld.

S.19.138 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 had been sent to South Gloucestershire Council HR contractor for grade evaluation. The post had been assessed as directly comparable with similar posts in South Gloucestershire Council and was evaluated as Hay grade H9.

It was RESOLVED to accept the grade evaluation of H9 and to work with South West Councils on the recruitment to the post.

S.19.139 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 2021/22 including capacity and capability, the implications of priorities and projects agreed by the Council for the next 3 years, the impact of COVID-19, pay awards, training, PPE, staffing review, and possible staff absence cover. The detail against salaries was reviewed and asked for further analysis and checks carried out as to accuracy.

It was RESOLVED to make the following recommendations to the Finance and Governance Committee subject to any corrections needed to the salary figures when the figures should be updated:

Central Costs £131,100 (the NI and Super budgets to be updated accordingly)

Training £4,000

HR Services £2500

Cllr L Williams left the meeting

S.19.140 To receive a Staffing Report and agree actions.

The Staffing report was discussed including current and projected workloads, staff leave, sickness, annual leave, and hours accrued. There was a detailed discussion on the implications of the national lockdown, COVID safety and actions taken.

The meeting closed at 9.43pm