



**An ORDINARY MEETING of the STAFFING COMMITTEE was held by web conference due to COVID-19 on Thursday 24<sup>th</sup> June 2021 at 3.00 pm and was attended by the following:**

Chairman: Cllr M. Bridgland  
Councillors: Cllr D. Williams, Cllr D. Hockey, Cllr T. Niblett, Cllr E. Pennell  
In Attendance: 0 members of the public  
Clerk & Minute Taker: Mrs S. Haywood

<b>ITEM</b>	<b>MINUTE</b>	<b>VOTE / ACTION</b>
<b>S.19.161</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Cllr L. Williams - personal. IT WAS RESOLVED that the apology be accepted.	Proposed: MB. All in favour
<b>S.19.162</b>	<b>DECLARATIONS OF INTEREST &amp; DISPENSATIONS</b>	
	None received.	
<b>S.19.163</b>	<b>APPROVAL OF MINUTES OF PREVIOUS MEETING</b>	
	IT WAS RESOLVED that the minutes of the Staffing Committee meeting held on 20.05.21 be approved as a true and accurate record and to be signed accordingly.	Proposed: DW. Seconded: TN. All in favour. Clerk
<b>S.19.164</b>	<b>OPEN MEETING</b>	
	No submissions received.	
<b>S.19.165</b>	<b>ELECTION OF VICE-CHAIR</b>	
	IT WAS RESOLVED that Cllr D. Williams be elected as Vice-Chair.	Proposed: MB. All in favour Clerk
<b>S.19.166</b>	<b>EMPLOYEE CONTRACTS</b>	
	LGRC had circulated a draft revised Employment Contract / Statement of Terms and Conditions of Employment. A discussion took place. The revised contracts do not change any of the employee terms and conditions with regards to pay, pension, or leave/absence entitlement. The purpose of the revision is to have consistency and up-to-date contracts. IT WAS RESOLVED that the revised Statement of Terms and Conditions of Employment be approved and that consultations with staff commence. The contract to be adopted for all	Proposed: EP. Seconded: DW. All in favour

	current and new staff. Pension details to be confirmed. No change is proposed to the pension benefit.	Clerk
<b>S.19.167</b>	<b>EMPLOYEE HANDBOOK</b>	
	<p>LGRC had circulated a draft Employee Handbook. A discussion took place. IT WAS RESOLVED that the Employee Handbook be adopted with the following amendments and considerations:</p> <ul style="list-style-type: none"> <li>• Include reference to Frampton Cotterell including some areas of Coalpit Heath.</li> <li>• Index to be aligned.</li> <li>• Check to see if P11D is reflected in line with the Employment Contract.</li> <li>• Add an Ethos Statement.</li> </ul>	<p>Proposed: TN. Seconded: EP. All in favour Clerk</p>
<b>S.19.168</b>	<b>EXEMPT ITEMS</b>	
	<p>Prior to consideration of the following agenda items, councillors were 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 on the grounds that its consideration would involve the disclosure of exempt information.</p>	<p>Proposed: DW. Seconded: EP. All in favour</p>
<b>S.19.169</b>	<b>STAFFING REVIEW</b>	
	<p>LGRC has undertaken a staffing review which included an extensive review of documentation, considered comments from residents and local organisations/clubs, and interviewed Councillors and employees in order to make an assessment of current capabilities, skills, and resources, in order to identify improvements that could be made to ensure that the Council can deliver against Councillor and resident expectations. LGRC has also conducted a staff capacity survey and reviewed current contracting arrangements. Some issues were identified that require attention and recommendations were made as to how these might be addressed.</p> <p>A proposed new organisational structure aimed at meeting a specific set of objectives was presented. The proposals add a net two roles to the staffing structure. This will increase staffing costs by 5% of precept but recommendations have been made in this review to offset a high percentage of the staff costs. By making this investment the Council should have the proactive staffing structure with sufficient capacity to meet needs and implement the aims and objectives of Council. The proposed organisation implies a slight change and the majority of roles remain as they are at the outset. No redundancies are proposed.</p> <p>LGRC believe that a focussed implementation over a short period of time would be preferable to a long period of transition as this will enable change to take place quickly, and to alleviate any stress or anxiety caused to staff during the implementation of the proposed changes.</p> <p>Job descriptions have been developed and evaluations undertaken of each post. An implementation plan was presented.</p> <p>The review set out recommendations for:-</p> <ul style="list-style-type: none"> <li>• Addressing a number of existing issues related to the staffing structure.</li> <li>• Establishing a coherent new organisational structure which is easy to manage and which ties different functions together.</li> <li>• Creating the basis of a renewed management culture by the Clerk up from operational responsibilities and supporting an ongoing HR management effort.</li> <li>• Creating additional capacity aimed at being a proactive Council able and willing to manage change and deliver on the many projects that Council wish to carry out.</li> <li>• Ensuring there is sufficient backup to cover holiday and sickness absences.</li> </ul>	

	<p>IT WAS RESOLVED that the staffing review be approved and implemented with the following amendments and considerations:</p> <ul style="list-style-type: none"> <li>• New structure organisational chart to be made clearer to show who reports to who such as a matrix structure.</li> <li>• Comparison of FCPC staffing costs to be included in the comparison chart that gave costs for surrounding councils so as to make clear that FCPC sits around the middle of the range.</li> <li>• An analysis of the Brockeridge Centre telephone calls and visitors be carried out and reported back.</li> <li>• All salaries had been evaluated using the Green Book evaluation tool but it was agreed that salaries will be circa the evaluated figure so that flexibility can be given in order to ensure the right candidates are attracted to the posts.</li> </ul>	Proposed: TN. Seconded: EP. All in favour Clerk
<b>S.19.170</b>	<b>VACANCIES</b>	
<b>i.</b>	<b>Job advertisement for vacancies</b>	
	<p>LGRC had circulated a draft job advertisement for the new vacancies proposed in the staffing review.</p> <p>IT WAS RESOLVED that the job advertisement for vacancies from LGRC be approved and published.</p>	Proposed: MB. All in favour Clerk
<b>ii.</b>	<b>Placement of job advertisement for vacancies</b>	
	<p>IT WAS RESOLVED that the proposed placement of the job advertisement for vacancies from LGRC be approved:</p> <ul style="list-style-type: none"> <li>• FCPC website £0</li> <li>• FCPC Facebook £0. Local Facebook pages £0</li> <li>• SLCC circa £550</li> <li>• ALCA £50</li> <li>• SW Councils £0</li> <li>• Indeed £0</li> <li>• Internally so all staff have the option to apply for all roles £0</li> <li>• Email to all applicable contacts and local organisations such as the sports clubs £0</li> <li>• Officers &amp; Members - word of mouth and put on their social media £0</li> <li>• Noticeboards £0</li> <li>• Post Office and other local businesses – poster £0</li> <li>• Surrounding Parish Councils – email poster. Ask them to advertise on their noticeboards, website, and social media £0</li> </ul> <p>Job Centre – n/a as very expensive and just passes to CV Library. Frome Valley Voice – n/a as cannot meet deadline for the July issue. SGC – n/a as not currently allowing job adverts.</p>	Proposed: EP. Seconded: DH. All in favour Clerk
<b>iii.</b>	<b>Job Application Pack</b>	
	<p>IT WAS RESOLVED to adopt the job application pack for all vacancies as drafted by LGRC which includes general information about FCPC, job descriptions, person specification, and an application form. The pack will be posted on the website.</p>	Proposed: EP. Seconded: DH. All in favour Clerk
<b>iv.</b>	<b>Job Interviews</b>	
	<p>IT WAS RESOLVED that interviews will take place w/c 26.07.21 subject to applications received. Virtual interviews will take place. The interview panel will consist of the Locum Clerk and two members of the Staffing Committee. Interview questions have been drafted and will be circulated to the panel.</p>	Proposed: MB. All in favour Clerk
<b>S.19.171</b>	<b>DATE OF NEXT MEETING</b>	
	To be confirmed.	Proposed: MB. All in favour Clerk

The meeting closed at 4.35 pm.

Chairman .....

Date: .....

DRAFT