

**MINUTES of the Staffing Committee of Melksham Without Parish Council held on
Monday, 4th October 2021 at 7.00pm**

**DUE TO THE LIFTING OF COVID RESTRICTIONS, THIS MEETING WAS HELD
FACE TO FACE. HOWEVER, DUE TO THE LIMITED NUMBER OF PEOPLE ABLE
TO BE ACCOMMODATED IN THE MEETING SPACE FOLLOWING A RISK
ASSESSMENT, MEMBERS OF PUBLIC WERE ENCOURAGED TO ATTEND THE
MEETING VIA ZOOM.**

Present: Councillors Alan Baines, Robert Shea- Simonds, Shona Holt and David Pafford and Stefano Patacchiola JP (from 7.06pm)

Officers: Teresa Strange (Clerk) & Marianne Rossi (Finance & Amenities Officer)

242/21 Welcome, Announcements & Housekeeping

Councillor Baines as the outgoing Chair of the committee welcomed everyone to the meeting.

The Clerk announced that the Finance & Amenities Officer had now been working for the council for 5 years. She explained that this entitles her to additional holiday and sick pay. The members congratulated the staff member, and how well her role had developed since starting as a Parish Apprentice.

**243/21 To appoint Chairman of the Staffing & Resources Committee for
2021/22**

Councillor Baines invited nominations for the Chair of the Staffing & Resources Committee for 2021/22. Councillor Shea-Simonds proposed, seconded by Councillor Pafford that Councillor Baines was elected as the Chair of the Staffing & Resources Committee for 2021/22. There were no other nominations.

Resolved: The Council unanimously resolved that Councillor Baines be Chair of the Staffing & Resources Committee for 2021/22.

244/21 To appoint Vice Chair of the Staffing & Resources Committee for 2021/22

Councillor Baines invited nominations for the Vice Chair of the Staffing & Resources Committee for 2021/22. Councillor Pafford proposed, seconded by Councillor Baines that Councillor Shea- Simonds was elected as the Vice Chair of the Staffing & Resources Committee for 2021/22. There were no other nominations.

Resolved: The Council unanimously resolved that Councillor Shea-Simonds be Vice Chair of the Staffing & Resources Committee for 2021/22.

7.06pm Councillor Patacchiola arrived at the meeting.

245/21 To Receive Apologies and Approval of Reasons Given

Apologies had been received from Councillors Hoyle and Glover, who were unwell; the reason for absence was accepted.

246/21 To Receive Declarations of Interest

Officers present declared an interest in all items relating to them as staff members. The Finance & Amenities Officer left the meeting when item 17 was discussed.

247/21 Dispensation Requests

None.

248/21 To consider holding items 13,15,17 & 18 in Closed Session due to the confidential nature of the business to be transacted.

Resolved: That Under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of these items of business, as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. This is in line with Standing Order 3d: "That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to

withdraw". Reason: a) engagement, terms of service, conduct and dismissal of employees.

249/21 Public Participation

There were no members of public present.

250/21 To note previous Staffing Committee minutes of 17th January 2021 and 16th March 2020 for background information

Members noted the staffing minutes of 17th January 2021 and 16th March 2020 for background information. Councillor Baines explained that officers had compiled a document which highlighted any staffing decisions that had been made outside of the committee at full council meetings. These decisions were mainly around Covid, such as staffing levels with regards to Melksham Community Response and staff working arrangements.

251/21 To note latest Covid status for Wiltshire

Members noted that the latest Covid rates were going up and were still high in Wiltshire with the current rate at 296 per 100,000. Councillor Shea-Simonds queried how these figures were calculated as he wanted to determine whether this was out of all the tests that had been done, for example did this include lateral flow tests taken as well. He explained that what wasn't included in these figures was how many people overall had been tested and out of that, how many were testing negative. He explained that if there was a small number of people being tested then the figures may be much more worrying, whereas if there was a much larger number of people being tested, it would be less worrying. He felt that by knowing the number of people being tested would give people a much better overview of the current situation.

He felt that the more important figures were the hospital admissions and noted that although these had gone up at the RUH (Royal United Hospital), the overall figures nationally showed that the number of people in hospital was going down, so felt that was positive news. Councillor Pafford felt that the important figure to keep an eye on was the rates per 100,000 as you could determine how this correlate to other areas of the country. Councillor Baines also highlighted that there was always going to be variations between the figures especially when children returned back to school.

To review current risk assessments for Covid**a) Caretaker Risk Assessment**

Members reviewed the current Covid risk assessment for the Caretaker, it was noted that this risk assessment was undertaken by Councillor Glover and the Clerk together with the Caretaker in June 2020.

Members queried with the Clerk whether the Caretaker was still using this risk assessment while undertaking his duties, the Clerk confirmed that he was. She explained that the Caretaker used to come into the office on a Monday morning to undertake the water flush down and fire alarm tests, following this risk assessment this was changed to a Thursday so that there was adequate time between him going into the changing rooms and the footballers using the facilities at the weekend.

Members felt that this risk assessment was still current, therefore the Caretaker should continue to follow this assessment when undertaking his parish council duties.

Recommendation: The current Caretaker Covid risk assessment should continue to remain in place.

b) Office Risk Assessment

Members also reviewed the current office risk assessment. Councillor Baines explained that he had reviewed all of the comments on the risk assessment made by officers and felt that these were still current. The Clerk advised members that the risk assessment was done in conjunction with the other officers so that everyone was comfortable with it and had an input into the risk assessment.

Members felt that having gone through the risk assessment for the office it was still current as the office space was a very small area and has no openable windows for ventilation.

Recommendation: The council continue with the current office risk assessment.

c) Meeting Space Risk Assessment

The current meeting space risk assessment was also reviewed by members. Councillor Shea- Simonds queried whether the room layout design needed to be amended as members had recently been put much closer together. The Clerk explained that this was due to the fact

that the most recent meetings had been committees, therefore there was a much smaller amount of people attending these meetings, so additional tables could be extended onto the meeting table. She advised that the layout would need to go back to the same as the room layout in the risk assessment for full council meetings, if members still wished to keep with the 2-meter distancing. She highlighted that when there was a full council meeting, there could potentially be around 15 people in the room, plus any members of the public who were attending the meeting. The Clerk explained that residents and stakeholders were still being encouraged to attend the meeting via Zoom.

It was explained that currently, using a 2-meter distance, the meeting space can fit up to 18 people in the room safely, with mask wearing on entering the room, but not required to be used when sat down.

It was also noted that the windows were opened to ensure that there was adequate ventilation in the room, but it was queried whether the doors also needed to be left open as stated in the risk assessment. The Clerk advised that it was up to members to decide as to whether they would be happy for the door to be closed and if they felt it was adequate to just have the windows open.

Councillor Pafford felt that especially now as the colder weather becomes more apparent it was essential that the best way of operation was sought and felt that the door should be shut, as long as the other members were happy with this approach. He felt that as long as there was some ventilation in the room, which was already being done through the opening of windows, it would be more comfortable for everyone at meetings if the doors remained closed. He also explained that for meeting such as committee meetings he didn't feel that all the windows would need to be opened as there would be a smaller amount of people in the room.

Members of the committee felt that this was a sensible approach, therefore the risk assessment should be updated to state that the door can be closed, but windows should be opened to ensure that there was adequate ventilation for the number of people in the room.

Discussions moved onto whether there was a requirement for members of the public to wear face masks at meetings. It was noted that there was a potential for a large number of public attending meetings, especially when there were big planning applications being discussed. It was explained that in this instance the meetings would normally be at a bigger venue to accommodate more people. It was

discussed as to whether a small number of members of the public attending meetings should be asked to wear a mask for the duration of the meeting. Members felt that the council should reserve the right to ask members of the public to wear face coverings when attending meetings at their discretion.

Recommendation 1: The Council to continue with the current meeting room risk assessment, however amend it to state that the door can be closed, but windows should remain open to enable adequate ventilation suitable for the amount of people in the room.

Recommendation 2: The Council reserve the right to ask members of the public to wear face coverings for the duration of the meeting at their discretion.

253/21 To consider adopting new staffing policies (Covid related):

a) Face coverings policy

The Clerk explained that she had received a number of draft Covid templates to consider from Ellis Whittam, although the council do not currently receive employment advice from this company, she felt that as they provide paid support to local councils it was worth the council looking at them.

It was queried whether the council needed a face covering policy considering that they were no longer required under covid guidance and it was up to the individual whether they wore one or not. Councillor Baines felt that it was down to the council's employees to comply with the office risk assessment.

Councillor Patacchiola explained that the downside to not having a policy or even a statement is that if the council does not show support to those staff members who may wish to wear one and state that harassment around face masks is unacceptable, the council could potentially find themselves open to employees claiming that they had not been given sufficient guidance with regards to what they should be doing. He felt that there was a difference between dictating what people should and shouldn't do and stating what the council would believe was fair. He explained that maybe it shouldn't be a policy, but could be guidance instead. Members felt that the title should be face covering statement rather than policy or guidance.

The Clerk explained that there were different statements which members would need to choose from depending on what was the most appropriate for the parish council. Members felt that it was not a requirement of the parish council for their employees to wear a face covering, but if they still wished to then that was fine. The Clerk explained that a final draft with the parish council's logo etc would be included in the full council agenda pack for members approval.

Recommendation: The council produce a face covering statement on the basis that face coverings are not mandatory in the workplace. The final draft of the policy to be included in the full council agenda pack for members approval.

b) Travelling abroad and quarantine rules

The Clerk explained that she would like a steer from members around employees traveling abroad and quarantine rules in case it arises in the future, she felt that it was much fairer for employees to know the council's stance on this now before they booked a holiday abroad; and some staff members may have holidays booked that had been postponed. She advised that the office employees would be able to work from home so didn't need to come into the office to undertake their role, however the Caretaker and Allotment Warden would not be able to do their council work from home. It was noted that the rules around quarantine had just changed but may change again in the future.

Councillor Shea-Simonds queried with the Clerk whether any staff members had booked a holiday abroad this year, the Clerk confirmed that as far as she was aware no members of staff had booked a holiday this year, but some staff members had holidays booked for next year.

It was queried whether the council paid sick pay to members who had to quarantine. The Clerk explained that if someone had to self-isolate, they would receive normal pay. Members felt that a simple statement that stated that if employees have booked a trip abroad prior to the government announcing that the holiday destination was one of the countries that required people to quarantine employees would be expected to work from home and will be paid in full on the condition that proof was provided to confirm that the holiday was booked prior to the government announcement. If an employee books a holiday after

the government has announced that quarantine applies then this could potentially be treated as a disciplinary matter.

Recommendation: To produce a statement stating that employees who have booked a holiday before any government announcement around quarantine requirements, on their return will be expected to work from home during this time, but will receive full pay. If an employee books a holiday after the announcement has been made, this may be treated as a disciplinary matter and the employee will not be paid, unless they are able to fulfil their duties by working from home during the period of quarantine.

c) Refusals to Return to Work

The Clerk explained that no employees had refused to return to work. Councillor Baines explained that this policy includes employees refusing to return to the workplace from home and felt that he wouldn't want any staff member to be forced to return to the office if they were able to fulfil their duties from home. Councillor Pafford explained that he also wouldn't want to force the Caretaker or the Allotment Warden to undertake their duties outside if they felt unsafe to do so.

Councillor Patacchiola explained that the key point was if an employee had the view that they were in serious and immediate danger by returning to the work place and that's a reasonable belief even if it was not true, the employee is protected against unfair dismissal even if they haven't worked for the council for 2 years. He advised that this policy would protect the council against this potential situation, however it was up to the council as to whether they felt that this was a risk the council needed a policy for. Members did not feel that this policy was needed to be implemented.

Recommendation: The Council do not adopt a refusal to return to work policy.

d) Vaccination and Testing

Discussions took place as to whether the council had the right to ask their employees whether they had been vaccinated, therefore whether a policy was required. Councillor Patacchiola advised members that an employer had the right to ask their employees, but the employee also had a right not to provide that information. He explained that storing

this kind of information also came under the special personal information statement under General Data Protection Regulations (GDPR).

The Clerk explained that the three officers in the office voluntarily lateral flow test twice a week, which makes them feel safer working together. Councillor Patacchiola queried whether the council provided employees with the lateral flow tests. The Clerk advised that staff members obtained them for their own use.

Members felt that simple guidance should be provided to staff around this which should include that the council encourage employees to have a vaccination if eligible and officers are encouraged to take regular lateral flow tests. If staff members are unsure on how to do either of these, they should contact the council for further information.

Recommendation: The council produce guidance for staff members with regards to vaccination and testing with the statement discussed.

254/21

To consider the following:

a) if/when staff to return to work in the office full time

Councillor Baines felt that it was too early to suggest that all three officers should be in the office together and felt the method of working with only two officers in the office at one time was working well. He explained that the office was a small space and there had also been concerns with regards to ventilation. The Clerk explained that there was some type of ventilation system in the office however she was unsure on how it worked; which was to be investigated. It was explained that when staff were in the office they keep to their own desks and normally work diagonally to each other with a perspex screen in between to distance.

Recommendation: The council continue with their current policy which allows two members of staff to work in the office at one time with one member of staff working from home.

b) if flexible working from home is still available & Home/Hybrid Working Policy

Councillor Baines explained that currently the office staff were working under a hybrid arrangement. The Clerk explained that there were times, in particular when staff members were writing minutes, when it was much easier to do this at home where there would be less distractions. She explained that after talking to staff members with regards to post Covid arrangements, it was felt that this would still be a useful policy to have in place.

Members reviewed a draft hybrid working policy and felt that with a few amendments this policy could be adopted.

The Clerk explained that the only difficulty that staff members were having by working from home was when they called members of the public, they would have to use their personal mobile phones and therefore give out their number. She explained that when staff were undertaking their roles with Melksham Community Response, they were able to make phone calls through an app or laptop which would not give out their own personal mobile number.

Councillor Shea-Simonds advised that officers could withhold their number, the Clerk explained that especially when she was undertaking her duties initially with Melksham Community Support people wouldn't answer the phone from a withheld number. Members felt that the IT Working Party should look at the new phone system specification.

Recommendation 1: The council create a hybrid working policy from the draft document for post Covid working.

Recommendation 2: The IT Working Party to look at a specification for a new office phone system to enable staff members to make and receive calls, while working from home without giving out their own personal mobile number.

c) if/when the office is to re-open to the public

Councillor Pafford queried with the Clerk what officers currently do if a member of the public comes to the office. The Clerk explained that there had been instances where members of the public have knocked on the

door, she has explained to them that the office was still closed but has always tried to help them with their query, which was done outside.

It was felt that members of the public had other ways to contact the council and as it was a very small office to protect council staff the office should continue to remain closed to the public.

Recommendation: The office to continue to remain closed to the public.

255/21

To review the following existing staffing policies:

a) Dignity at Work, Bullying and Harassment Policy

The committee reviewed the current Dignity at Work, Bullying and Harassment Policy. Councillor Holt queried whether there had been any legislation changes. The Clerk explained that she was not aware of any legislation changes but had not actively sought them out, the council were signed up to both the SLCC (Society of Local Council Clerks) and NALC (National Association of Local Council's) so if anything had changed, she should have received a notification about it as they provide model templates. She also explained that she receives newsletter from ACAS and Ellis Whittam.

Recommendation: The Council adopt the current Dignity at Work, Bullying and Harassment Policy.

b) Grievance Policy

Members reviewed the current Grievance policy. Councillor Shea-Simonds highlighted that he felt under point 3.1 raising a grievance there needed to be a slight amendment. He felt under the statement 'The recipient of the grievance from a Clerk' should be changed to *the* Clerk.

Councillor Holt highlighted that under point 3.9 it stated that the GDPR act which came into force in 2018 was 'new' and felt that this word needed to be taken out.

Recommendation: The council adopt the Grievance policy with the amendment discussed for 3.1 and 3.9.

c) Car Usage Policy

Councillor Shea-Simonds explained that from his experience with driving for a company he has always had to provide proof annually that he has a driving license, appropriate insurance and a valid MOT.

Councillor Baines felt that there needed to be a date as to when these requirements were valid to as you could have an MOT one week but it might run out by the next week. Councillor Patacchiola explained that the council could be opening themselves up to some danger unless they knew what would be required in a policy around the appropriate insurance cover. He felt that the council should be asking their employees to check that they have the appropriate level of car insurance cover in place for any driving tasks undertaken on behalf of the council. He explained that the employees would then need to sign the car usage policy to confirm that they have this in place.

Councillor Shea- Simonds explained that any employees undertaking driving tasks for the council must have business use cover.

The Clerk explained that she wasn't sure that it was a requirement for all members of staff to have business insurance. She advised that the Caretaker would need it to undertake his duties around the parish and also the Allotment Warden when he provides cover for the Caretaker. The Clerk felt that she would need the cover because she goes to offsite meetings and visits play areas in the parish on occasions. The Clerk queried whether driving to different meeting venues was classed as business use. Councillor Patacchiola advised that it would not be as one strand of cover in an insurance policy was commuting, however this was to one place of work only so not to different venues. Discussions took place with regards to when members attend off site training sessions or meetings and whether they were appropriately insured. The Clerk explained that in normal circumstances she would drive members to an offsite meeting, such as one at County Hall as the paid member of staff. Members felt that if there was a question over whether they would have the appropriate insurance cover then they must not drive to offsite meetings.

The Clerk highlighted that the Caretaker receives a travel allowance and felt that the statement would need to be changed in the policy as it stated a yearly figure and this may change. She explained that this figure was calculated as per the NJC (National Joint Council) annual salary advice, it was felt that this statement needed to be changed to the following: *Employees deemed essential car users are entitled to a travel allowance which is paid in monthly instalments at the appropriate*

pro rata rate as set out in the NJC (National Joint Council for Local Government Services) pay arrangements.

Recommendation 1: The Council approve the car usage policy with the amendment discussed.

Recommendation 2: The Council ask staff members to confirm whether they meet with the requirements set out in the car usage policy.

d) First Aid Policy

Councillor Baines explained that the Clerk had gone through the first aid policy and annotated it with some notes for members to review. It had been highlighted as per the policy that reviews had not taken place every six months as stated. Officers had previously found an online St Johns Ambulance quiz to take together so would ensure that a note was put in the diary as a reminder to do this in the future.

The Clerk advised members that herself and the Parish Officer had recently undertaken first aid training. She advised that even though it wasn't a requirement for two members of staff to undertake the first aid training (due to the numbers of staff (the parish council had felt in the past that it was prudent to have two officers trained especially for meetings as it will always be either the Clerk or Parish Officer who are in attendance at meetings. The Clerk also felt that it may be a benefit to the council to determine which of their members had first aid training, so that in an event of an emergency officers would know who would be able to assist.

Councillor Baines highlighted that the Clerk had put a comment on the first aid policy with regards to expired first aid kits following advice received from her recent first aid training course. The Clerk advised members that she had previously kept the expired first aid items which were clearly marked in case of an emergency and additional supplies were required. She felt that even though they would be expired items they would be a better alternative than something else such as a towel for stemming bleeding. Following her training it was discovered that things such as bandages were designed to biodegrade therefore would not be of any use in an emergency. It had been suggested that the expired first aid equipment could be donated to an organisation such as St John's Ambulance for training purposes.

Recommendation 1: The Council adopt the current first aid policy.

Recommendation 2: The Council donate the expired first aid equipment to St John's Ambulance for training purposes.

e) Pension Policy

Members reviewed the current pension policy. Councillor Baines explained that the Clerk had highlighted some points in the policy which she felt members needed to look at.

It had been highlighted that under reg 31 and 16 (2)e in the policy, they had included decisions around spend, as per the councils' financial regulations any decision on spends above £5,000 should be a full council decision. Councillor Baines felt that it was not for the Staffing Committee to make these types of decision, but instead can make recommendations to the Full Council for their approval.

The Clerk made members aware that under reg 9 (3) of the policy regarding the rate of employee's contributions, her payment contribution rate had moved up from 6.5% to 6.8%. This was confirmed with Councillor Baines on 23rd April 2021. She explained that there was no increase cost to the council.

Recommendation: The Council adopt the pension policy.

f) Lone Working Policy & Procedure

The Clerk explained that due to staff working from home a group WhatsApp was used to inform all staff members if someone was attending an offsite meeting. She explained that both the Caretaker and Allotment Warden had messaged the out of hours mobile when they arrived home. This does not work very well due to the fact that the out of hours mobile is diverted to an officer's mobile so the phone is rarely looked at, it worked reasonably well when all staff were in the office with an alarm reminder to check, but not so well now they are also working from home. It was felt by all officers that the use of WhatsApp was a much better idea.

Recommendation: The council approve the lone working policy but update this to include the use of WhatsApp to detail staff members whereabouts if it deviates from their normal work patterns and for checking in at the end of lone working sessions (for all staff).

256/21

To note staff additional hours up to September 2021 and Actual vs Budget for staffing (by individual) for this financial year to date (at 6 month mark)

This item was discussed in closed session

Members reviewed the staff additional hours up to September 2021. The Clerk explained to new members of the committee that staff were paid for any additional hours that they do such as for meetings, but were able to take time off in lieu if they wished, if the work load allowed. It was also an overall view for members to ensure that staff were not overworked.

The Clerk explained that it was an obligation that the council were aware of where they were against the budget with regards to staff salaries. She explained that these individual figures do not go to the full council as the full breakdown of each staff members individual salary was on a need-to-know basis. It was noted that at six months through the financial year the staff salaries were just under 50% apart from the Allotment Warden who had been covering for the Caretaker, which the council had already approved. The Clerk explained that the council are to be alerted if any staff salaries are going over budget.

Members noted the staff additional hours and the actual vs budget staff salaries for this financial year.

257/21

To consider if staff members monthly salary payments should be made on the same date each month.

Councillor Baines explained that staff members were currently paid after every full council meeting, this was due to the fact that historically members would sign off the salary cheques at or after full council meetings. He explained that now staff members monthly salary payments were made online felt that it would be of benefit to them if there was a set date in each month so they would know when they would be receiving payment. The Clerk explained that staff had previously been paid after every full council meeting so that the council could approve the monthly payments, which included the salaries for that month. After previously receiving advice from the internal auditor on this it was agreed that the council was effectively approving salary payments twice as contracts and pay scales had already been approved. It was noted that the full council now receive the monthly payment list retrospectively.

Members discussed what the best date would be, the Clerk explained that although it wasn't a requirement to seek signatories to do the monthly payment run at the full council meeting, she felt that it was a good idea so that there wasn't any confusion around who was doing it for that month. Members felt that the payment date should be the 28th of each month or the nearest working day before that date so that staff members knew when they were getting paid.

Recommendation: The Council to pay staff salary payments on the 28th of each month or the nearest working day before that date.

258/21

To consider current situation with negotiations on NJC (National Joint Council for Local Government Services) new pay scales for 2021-2022 and note what Budget provision made

The Clerk explained that the council had not put anything additional in the budget for staff pay scale increases as it was understood that there was a national civil service pay freeze. She explained to members that a couple of months ago she had alerted the council that this did not apply to the NJC (National Joint Council) pay arrangements. It was explained that the unions were still in discussions on a pay rise percentage. It was noted that this was not unusual for the pay rise from 1st April to be confirmed in October time and any increase would be back dated. It was noted that there was a staffing contingency reserve that could be utilised if there was a budget shortfall.

259/21

To note Staff Training log and requests for training

Members reviewed the list of staff training requests, it was noted that the council had £600 left in the budget for this year.

It was explained that there was now a legal requirement for both the website and any documents uploaded to it to be accessible. There was a word and PDF document accessible course scheduled for the 24th November which was run by the SLCC (Society of Local Council Clerks) at a cost of £30 which all officers could do together as a webinar.

The Clerk wished to attend the Virtual training seminar at a cost of £45 on Wednesday 10th November. She explained that she normally attends the Reginal Seminar annually, but this year due to Covid it was being run virtually. She explained that she found this event useful in the past as this was normally where she would be informed of any changes in legislation on a wide range of subjects and felt that it was a good round up of any relevant changes.

It was noted that following appraisals, the Finance & Amenities Officer still wished to do ILCA (Introduction to Council Administration) at a cost of £120 excl VAT, which had previously been approved. The Parish Officer wished to still do CILCA (Certificate in Local Council Administration) which had also previously been agreed. The Clerk advised members that although the Parish Officer had completed all of the training modules bar one, at a previous council, having contacted the SLCC it was discovered that she was not registered. The Clerk explained that she was unclear on whether the council would need to pay the fee of £340 excl VAT and the £450 excl VAT registration fee or just the registration fee. She explained that it was definitely the £450 for the registration, but would need to seek clarification on whether the £340 fee was required as well. The Clerk explained that the officers had not undertaken these qualifications before now due to Covid restrictions coming into force shortly after these were agreed.

The Clerk advised members that following an appraisal with the Allotment Warden he wished to undertake the RoSPA Play Area inspection qualification which was a 2-day course and included operational certification. This was at a cost of £460 excl VAT.

Councillor Holt felt that it was very important to invest in the staff's continual professional development so fully supported the officers undertaking these qualifications.

It was noted that if the council approved all of the above requests the total cost for staff training this year would be £1,445.00 excluding VAT (This figure includes the £340 for CILCA which needed clarifying). It was noted that as the council would be over budget the additional amount over the budget would come from the staffing contingency reserve.

Recommendation 1: The council approve the training requests as discussed above at a total cost of £1,445.00 excluding VAT and for the £845.00 budget overspend to come from the staffing contingency reserve.

Recommendation 2: The Clerk to seek clarification on whether the council was required to pay the CILCA course fee or just for the registration as the Parish Officer had already completed all of the modules previously.

21:00pm The Finance & Amenities Officer left the meeting.

260/21

To receive feedback following staff appraisals and review Job Descriptions and scale points

Held in closed session.

The Clerk gave a verbal report following recent staff appraisals, which included a review with staff members of their job descriptions which had been updated to reflect their current roles. The members reviewed the amended Job Descriptions which included changes reflecting additional duties, some duties/activities removed as the council were no longer doing, or now undertaken by contractors. Some items were moved from one officer to another's Job Description to represent the split of duties, areas of specialism and responsibilities that the two officers have and some duplicated on both as they both took responsibility for things, especially as officers were now not working in the office together. Although the Clerk's appraisal had not yet been held, some factual amendments had also been made. It was noted that the job roles had not changed dramatically recently, just that the Job Descriptions were being updated to reflect current practice over the last year or so.

Recommendations:

1. To approve the amended Job Descriptions as reviewed for all five staff members.
2. To approve a scale point increase for the Finance & Amenities Officer to reflect the increase in responsibilities that are being undertaken as detailed in the revised Job Description. To take effect from 1st November 2021 with an increase from SCP 9 to 10 £21,322 FTE (£11.08).

261/21

To clarify holiday entitlement

The Clerk updated the members on the holiday entitlement for a staff member.

Meeting closed at 22:00pm

Signed:

Approved Full Council on
18th October 2021