

FOUR MARKS PARISH COUNCIL

**Minutes of the Meeting of the Staffing Committee
Held on Wednesday 15th November 2023, commencing at 6.00pm
At Four Marks Village Hall**

MEMBERS PRESENT:	Cllrs Pullen (Acting Chairman), McAllister and Coulson.
IN ATTENDANCE:	Jo Tsigarides Clerk
	No members of the public
APOLOGIES:	Cllr Gebbett

23.16 SC APOLOGIES FOR ABSENCE

Cllr Gebbett sent apologies (health related) which were duly accepted by the Committee. Cllr Pullen agreed to act as Chairman for the meeting.

23.17 SC OPEN SESSION – PUBLIC PARTICIPATION

The Clerk confirmed that the payroll would be outsourced from December 2023 as agreed.

A discussion took place about the volume of texts and calls that were being made to the Clerk's personal mobile, often of a non-urgent nature and out of hours (evenings, early mornings, weekends etc) and it was agreed that they should obtain a mobile phone as a matter of urgency.

With no further matters to raise, the open session closed at 6.05pm and Standing Orders were applied.

23.18 SC DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

There were no declarations of interest.

23.19 SC APPROVAL OF MINUTES

On the proposal of Cllr Pullen, which was seconded by Cllr McAllister and with all in agreement, it is RESOLVED to approve the Minutes of the Staffing Committee meeting held on the 24th May 2023 as a true reflection of the meeting and were duly signed by the Acting Chairman.

23.20 SC STAFFING STRUCTURE

23.20.1 To note the resignation of Staff member.

The resignation of the Administrative Assistant was noted, and the Clerk recommended some measures be put in place to ensure the efficient running of the Parish Office in the short term:

- A temporary recruitment agency had been contacted to provide administrative support and had sourced a suitable candidate to help with admin tasks. The Committee were unanimous in their support of this and the associated costs.
- The locum RFO had agreed to work every Wednesday when possible and volunteered to cover the Full Council meeting on the 20th December 2023, to allow the Clerk to have an uninterrupted period of annual leave.
- The Clerk would cover Monday, Wednesday and Thursday, when possible, to accommodate the busiest days. If there are admin heavy tasks such as Minute writing or reports, the Clerk may work from home in order to get tasks completed.
- The types of tasks that the Clerk was being asked to do were discussed and it was agreed that printing of meeting documents and resending of previously circulated emails should be minimised.

23.20.2 To discuss current vacancy and appointment of staff/volunteers.

An advert had been placed on the HALC website for an Assistant Clerk and the Clerk stressed that they felt that it was important to have more of a deputy who could step up when required. This would also provide a succession plan for the Council. The advertised pay scale was discussed, and it was agreed that this would need to be increased due to other vacancies. It was agreed to amend the advert to include a pay scale of SCP 13-17.

The Clerk advised that a volunteer had come forward to help in the Parish Office and the Committee agreed that this should be welcomed.

23.21 SC PARISH OFFICE

23.21.1 Update on security provision

The security company had some access issues when trying to install the new lone working alarm and could not complete the task. The job had been rebooked for the 5th December 2023 and Cllr Pullen offered to help if the work overlapped the Clerk's working hours.

23.22 SC APPRAISAL TIMETABLE

The Committee reviewed the circulated appraisal documents and discussed the timing of the Clerk's appraisal. Cllr McAllister highlighted that February 2024 is likely to be a very busy time due to the amount of Planning Committee related work and the Staffing Committee felt that the Staff Appraisals should be completed sooner. The Clerk will arrange this with the Chairperson of the Council.

23.23 SC PAY AWARD

23.23.1 To review the NJC pay award.

The Committee were sent a document detailing the payments to existing and previous staff and agreed that they would recommend the full implementation to the Full Council.

23.24 SC NEXT MEETING TBC

23.25 SC MEETING CLOSED AT 6.43PM