

CROWTHORNE PARISH COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON
WEDNESDAY 17 JANUARY 2019, AT THE MORGAN CENTRE, WELLINTON ROAD,
CROWTHORNE AT 10.00AM

Present: Cllr B McKenzie Boyle – in the Chair
Cllr R Price
Cllr G Robertson
Cllr S Sever
Cllr B Wade
Mrs M Saville - Clerk
Mrs J Robertson – Assistant Clerk
0 member of the public

Apologies: Cllr N Kilvert

MINUTE 1 DECLARATIONS OF INTEREST
There were none.

MINUTE 2 APPROVAL OF MINUTES
The minutes of the meeting of the Staffing Committee held on 1 August 2018 as circulated, were taken as read, confirmed and signed by the Chairman as a true record.

MINUTE 3 MATTERS ARISING FROM MEETING HELD ON 1 AUGUST 2018
1 Min 5.1 – Appraisals
This item was discussed under confidential item minute number 10.
2 Min 5.2 – Reviews for new staff
This item was discussed under confidential item minute number 10.
3 Min 6 – Future staffing requirements: To discuss and determine recruitment strategy for current staff vacancies
The combined grounds and cleaning vacancy was advertised as agreed at the last meeting and a new member of staff has been recruited to carry out the cleaning duties at the Morgan Centre public toilets every weekday evening. The new cleaner who was appointed is doing a good job. He is reliable and thorough and has indicated a willingness to undertake future cleaning at the Napier Rd toilets if the need arises.

The grounds duties are currently being covered by the existing grounds/ caretaking staff on a week A/B trial rota to ensure no breach of Working Time Regulations legislation and minimum rest breaks for staff. Future proposals for the continuation of this trial were determined under minute number 5.

The issue of litterpicking was discussed extensively and the Clerk agreed to:

- Contact Cllr Dorothy Hayes at BFC to request support for split litter bins. BFC has previously indicated that this initiative could not be supported.
- Contact C.R.O.W with a view to coordinate CPC litterpicking schedules with ones undertaken by C.R.O.W so as to have maximum impact around the village.

Action: Clerk

Members expressed a keenness for CPC to be seen to be supporting litterpicking and stated that anti-litter signage as well as a possible campaign to encourage people not to drop litter may need to be given undertaken at some point in the future.

4 Min 8 – Staff Training

All training approved at the last Staffing Committee meeting has been undertaken or embarked on. The feedback from training has been that it has been helpful and staff are applying their knowledge and skills in their day to day roles.

MINUTE 4

CLERK’S REPORT

1 General staffing update:

- Finance and Administration: The finance and administration team are working very well together, taking on additional work, supporting each other and taking on responsibility for ad hoc and longer term projects willingly.

- Grounds/caretaking staff: The new part time cleaner has fitted in well to the grounds and caretaking team. All the grounds and caretaking team are flexible and reliable. Local parish/town councils and government maintained organisations have struggled to recruit grounds/cleaning staff willing to work split shifts and ad hoc hall opening and closing requests.

- Longer term staffing requirements: When the picture concerning the Community Hub management and day to day running becomes clearer, plans will have to be put in hand to ensure adequate staffing to manage both the additional administration required for the facilities as well as any grounds/ caretaking and café staff.

MINUTE 5

TO RESOLVE TO CONTINUE WITH THE WEEK A/B GROUNDS/ CARETAKING ROTA

Due to difficulties recruiting a person to undertake grounds/litter picking duties the existing grounds/caretaking staff have agreed to undertake the duties in addition to their existing duties, working on an alternating week A/B basis to ensure each has their requisite rest break under the Working Time Regulations weekly/fortnightly. The current arrangement is extremely flexible and both grounds staff have willingly covered for each other during holiday periods, and for the Morgan Centre public toilet cleaner during his recent holiday.

The trial has been a success and both members of staff have indicated a willingness to continue with this working arrangement in future, subject to an appropriate resolution by Council.

It was therefore proposed by Cllr Robertson, seconded by Cllr Wade and unanimously RESOLVED to continue with the week A/B grounds/caretaking rota that commenced on a trial basis in Autumn 2018, making the arrangement permanent and varying the contractual hours/days for these staff to reflect the change.

Both Caretakers were thanked and applauded for their diligence in coming up with this arrangement and for making it work.

MINUTE 6

TO RESOLVE TO AGREE TO ADOPT THE FOLLOWING REVIEWED/UPDATED POLICIES

The Clerk has reviewed and updated, as necessary, the draft policies as circulated and advised that they are adopted with immediate effect to ensure CPC’s policies and procedures comply with current legislative and best practice requirements.

Members reviewed the following updated policies and unanimously agreed to RESOLVE and ratify them as proposed by Cllr B McKenzie-Boyle and seconded by Cllr Price:

- a) Disciplinary Procedure
- b) Equality, Diversity and Fair Treatment Policy
- c) Grievance Procedure
- d) Training Policy
- e) Recruitment Policy
- f) Appraisal Policy

The Clerk agreed to circulate to Cllrs the ‘Being a Good Employer’ handbook.
Action: Clerk

MINUTE 7

TRAINING UPDATE

A table showing the training undertaken by all staff in the calendar year 2018 was circulated. Staff who were set training as objectives in their appraisal have all either completed it or commenced it where the training is a course. Staff are putting their training into practice to good effect in their daily work.

£1000 for training in 2019/20 has been allowed for in the budget estimates. This figure is considered to be a realistic estimation of the likely cost of training for staff in the coming 12 months and recognises that newer members of staff will continue to require training in their new roles.

The Clerk stated that she hoped to complete her CILCA training by the summer. Members noted that the Clerk had received very positive comments from the CILCA assessor following her exemplary submission of the completed learning outcomes for module one.

MINUTE 8

INFORMATION ITEMS

None.

MINUTE 9

ITEMS FOR INCLUSION ON FUTURE AGENDAS

- Future staffing/budget requirements

Meeting closed: 10.45am

Signed

Dated

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was resolved that, because of the confidential nature of the business to be transacted, the press and public were excluded from the meeting whilst the following confidential items were considered:

MINUTE 10

STAFFING MATTERS – TO RECEIVE AND APPROVE THE RECOMMENDATIONS FOLLOWING THE RECENT STAFF APPRAISALS

All staff are appraised on an annual basis to review their performance, increase motivation and discuss existing and future job requirements. Staff appraisals were held in September and October 2018. Without exception, all staff had worked hard and developed within their roles, despite several key long-standing members of staff leaving and new staff joining the team. All staff were set objectives and training was agreed related to the postholder and role.

The CPC Appraisal Policy had been updated and ratified by the Staffing Committee earlier during its meeting today. The amended Appraisal Policy links appraisal outcomes and the achievement of objectives to the annual pay review process.

The committee were informed that the local labour market for trained and competent staff is difficult at the moment with several local councils reporting skills shortages and vacancies that they are unable to fill, both for administration and grounds staff. The committee were therefore advised of the importance of utilising pay reviews as a recruitment and retention tool, subject to any budgetary constraints.

The recommendations for pay reviews for 2019/20 had been incorporated into the draft budget estimates and scrutinised by Cllr Price for affordability. The recommendations were based on advice from NALC and SLCC that staff appointed on spot salaries should have their salaries reviewed annually as this gives the council the opportunity to consider annual performance and appraisal results.

The salary increase recommendations had been calculated based on the tables contained in the NALC Employment Briefing E02-18 2019-2020 National Salary Award and the recommendations contained within that paper.

As a result, it was recommended by Cllr B McKenzie-Boyle, seconded by Cllr Wade and unanimously RESOLVED that all staff receive a single scale point increment from 1 April 2019. Furthermore, that the hourly rate for litterpicking be brought in line with the normal hourly rate applicable to that member of staff from 1 April 2019.

Meeting closed: 11.05am

Signed

Dated