

CROWTHORNE PARISH COUNCIL

MINUTES OF THE MEETING OF THE ANNUAL STAFFING COMMITTEE HELD ON TUESDAY 4 MAY 2021, VIRTUALLY ON MS TEAMS FOLLOWING THE COUNCIL MEETING

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

Apologies: Cllr Mrs T McKenzie-Boyle

MINUTE 1 ELECTION OF CHAIRMAN FOR MUNICIPAL YEAR 2021/2022
Nomination: Cllr B McKenzie-Boyle.
There being no further nominations, Cllr B McKenzie-Boyle was elected Chairman for the ensuing year.

MINUTE 2 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE FOR 2021/2022
The Chairman read and signed the Declaration of Acceptance of Office as observed on the virtual meeting, which will be countersigned by the Clerk after the meeting.

MINUTE 3 ELECTION OF VICE CHAIRMAN FOR MUNICIPAL YEAR 2021/2022
Nomination: Cllr Mrs G Robertson
There being no further nominations, Cllr Mrs G Robertson was elected Vice Chairman for the ensuing year.

MINUTE 4 VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE FOR 2021/2022
The Vice Chairman read and signed the Declaration of Acceptance of Office as observed on the virtual meeting, which will be countersigned by the Clerk after the meeting.

MINUTE 5 DECLARATIONS OF INTEREST
There were none.

MINUTE 6 APPROVAL OF MINUTES
The minutes of the meeting of the Staffing Committee held on 11 November 2020 as circulated, were taken as read, confirmed and signed by the Chairman as a true record.

MINUTE 7 MATTERS ARISING FROM MEETING HELD ON 11 NOVEMBER 2020
1 Min 3.4 – Staffing matters
The arrears of overtime pay have been paid and staff are presenting their TOIL/overtime claims monthly.

2 Min 4.1 – General staffing update and work allocation

The revised market management plans are working well with the Assistant Clerk pre allocating pitches and CPC's grounds staff displaying the directional signage.

The Project Officer's time is heavily focused on the Three Year Strategy and High Street recovery schemes at present.

The Clerk, Assistant Clerk and Finance Officer are working at full capacity (including considerable overtime hours) as workloads are still substantial despite support from the Projects Officer. It is hoped that when staff are back in the office later in the summer that the situation will ease. Workloads will be monitored as the Clerk and Finance Officer are working extremely long days and this is not sustainable in the longer term.

CPC's grounds and caretaking staff have also been busy with further increases in littering and anti-social behaviour to deal with following the lockdown easing measures in April and the additional cleaning works required at the Covid testing facilities. They have also completed the lockdown tasks assigned to them prior to the Morgan Centre's long term let as a Covid test centre.

3 Min 5 – Management of Officer Workloads

As reported above, the administration and finance team officers continue to be extremely pressured with their workloads. It is hoped that the return to work in the Parish Office and clarification of Council's priority projects, once the Three Year Strategy survey is known, will enable officer workloads to be managed in line with their contracted hours.

It would be helpful if Cllrs could respond to communication promptly without chasing as this puts a considerable strain on staff time and work tracking e.g. planning applications.

Following discussions concerning staff mobile phones these have not been requested by staff. Staff continue to use their own devices whilst working from home.

No update was provided on the progress of the proposed set of principles for the management of officer workloads.

4 Min 6 – Training update

Regular training updates are reported to CPC via the monthly Clerk's report to CPC.

5 Min 9 – Staffing matters – budget requirement

All staff salaries have been incremented as resolved by the Staffing Committee at its last meeting.

Staff have received scale point increments only based on performance/appraisal panel recommendations to the staffing committee. There has been no inflationary increase in line with the government's announcement of pay freezes for public sector workers in autumn 2020. Some unions are challenging the government's and NJC position via a restated pay claim. Should the position change and adjustments be required to the NJC scales, CPC staff pay will need to be backdated to 1 April 2021.

MINUTE 8

CLERK'S REPORT

None

MINUTE 9 ITEMS FOR INCLUSION ON FUTURE AGENDAS

Recruitment of Part Time Fixed Term Projects and Events Officer.

Meeting closed: 9.45pm

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

CPC resolved to recruit a Part Time Fixed Term Projects and Events Officer in August 2019; since then the post was filled initially by Ms Greenwood until December 2019 and subsequent to that by Ms Pentek from August 2020 with project based tasks in the intervening period being undertaken by the Clerk with support from the Assistant Clerk and Finance Officer. Full details of the role specification, rationale and salary for this post were circulated to Cllrs with the agenda pack for the August 2019 meeting and all advice contained therein remains relevant.

The Projects and Events Officer's role has proved to be an invaluable way to support the administration function of the Council officers and for the delivery of high quality CPC events and projects.

Ms Pentek was appointed on a fixed term one year contract which ends in early August 2021 and despite CPC budgeting to extend the duration of the contract until the end of this financial year, the Projects Officer has advised that she cannot continue beyond August 2021 due to personal reasons.

It was proposed by Cllr B McKenzie-Boyle, seconded by Cllr Sever and unanimously RESOLVED to recruit a part time Fixed Term Projects and Events Officer for 15 hours per week from August 2021 until March 2022.

It was agreed to seek input from Ms Pentek on amendments required to the job description/person specification to ensure it accurately reflects the tasks undertaken by the Projects and Events Officer.

Meeting closed: 9.51pm

Signed

Dated