

CROWTHORNE PARISH COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON TUESDAY 15 NOVEMBER 2022, IN THE LOWER CONFERENCE ROOM, PARISH HALL, HEATH HILL RD SOUTH, CROWTHORNE AT 10.00AM

Present: Cllr B McKenzie Boyle – in the Chair
Cllr Mrs G Robertson
Cllr S Sever
Cllr C Thompson
Mrs M Saville – Clerk
Mrs J Robertson – Assistant Clerk (left meeting at 10.25am before confidential agenda item, minute 8 was discussed)
0 member of the public

Apologies: Cllr Mrs T McKenzie-Boyle
Cllr B Wade

MINUTE 1 DECLARATIONS OF INTEREST
There were none.

MINUTE 2 APPROVAL OF MINUTES
The minutes of the meeting of the Staffing Committee held on 28 January 2022 as circulated, were taken as read, confirmed and signed by the Chairman as a true record.

MINUTE 3 MATTERS ARISING FROM MEETING HELD ON 28 JANUARY 2022
1 Min 3.1 – General staffing update and work allocation
All finance and administration staff are working at or beyond full core hour contractual capacity, with overtime in many cases. Workloads were discussed at the annual appraisal in October and the staff who are working overtime are happy with the flexibility to be either paid at their normal hourly rate for this or to accrue and take TOIL in the case of the Clerk, Finance Officer and Assistant Clerk. The Project Officer's work arrangements were covered under confidential minute number 7.

An update on TOIL arrangements for the Clerk was provided to CPC in October 2022.

The Clerk, Caretakers and Finance Officer all now meet weekly to review both reactive maintenance and the compliance cycle (e.g., PAT tests, fire extinguisher check, air con. servicing etc).

2 Min 3.2 – Management of Officer Workloads
There is an imbalance between the workloads of the Morgan Centre and Parish Hall Caretakers, with the Morgan Centre caretaker having a full/overcommitted workload and the Parish Hall caretaker not always working her full contracted hours. The Clerk has asked that the two caretakers arrange for the Parish Hall caretaker to take on some of the Morgan Centre bookings where he is over his core hours but the Parish Hall caretaker is under her hours. This ensures a fairer distribution of work and ensures that the budget impact on caretaker overtime is minimised.

MINUTE 3 (cont)

3 Min 3.3 – Training update

All staff have had training on the fire panel operation, Maglock and video entry system.

Individual staff training was reviewed as part of the annual appraisal cycle and where training needs were identified for personal continuing professional/role development or to meet Council's needs, attendance at training has been included in objectives for the coming year.

The Project Officer signed up for the Introduction to Local Council Administration Course (ILCA).

The Clerk is booking to attend the SLCC annual Practitioner's Conference in February 2023 as the session covers market, youth engagement, planning law developments and preparation for emergencies.

4 Min 3.4 – Staffing matters – budget requirement

The outcome of national pay negotiations for 2022/23 were announced in early November 2022. These resulted in a £1 per hour pay rise for all staff backdated to 1 April 2022 and an additional day of annual leave (pro-rated for part time staff). All Cllrs have been informed via email and at the November CPC meeting. CPC's Finance Officer will calculate any back pay and ensure this is paid to staff.

5 Min 3.5 – Project and Events Officer

This role has proved to be invaluable in both the delivery of high quality projects and a more extensive program of events. The current incumbent was appointed on a fixed term contract for a year. Proposals to extend the contract and increase the hours for this post were discussed under confidential minute number 7.

6 Min 3.6 – Staffing matters – Budget requirements for 2023/24

This item was discussed under confidential minute number 8.

7 Min 4.1 – Policy Reviews

BFC's newly adopted Code of Conduct for Councillors, and the SLCC's Member Officer Protocol will be presented to CPC for adoption between December 2022 and February 2023. Other than this no policy reviews are required.

8 Min 4.2 – Covid easing measures

CPC has received regular updates and the formal ending of all Covid measures implemented in April 2022. CPC has subsequently agreed long term arrangements to balance office space resources with staff numbers, resulting in a regular 4 week work cycle with 3 Officers in the office and one working from home each week. A different member of staff works from home each week of the cycle. The office is open to the public from 9am -1pm each day. The arrangement works well. Staff are looking into a regular meet up with all 4 officers meeting together regularly to ensure that entire team meetings, updates and effective colleague relationships are facilitated.

The possibility of using the lower conference room as additional office space was discussed, with members noting that this would make it unavailable to other hirers.

9 Min 4.3 – Installation of video entry system

Video entry CCTV has been installed at the Parish Office/Morgan Centre entrance. Officers have received training on this. The system enables a higher degree of protection for staff who are lone working as they can talk to visitors through an intercom.

10 Min 4.4 – Staff time recording and grounds/caretaking staff weekly review meetings

All CPC staff record their time on timesheets. Other than the Public Toilet cleaner (who simply records her time on site), the time sheets record a high level of detail as this information ensures CPC’s auditor has evidence of work undertaken and supports the payroll checking process. The detailed recording has also enabled CPC’s Finance Officer to identify time spent on CIL projects to recoup Officer time costs incurred delivering CIL projects from the CIL budget, if necessary, rather than the main CPC salary budget.

The complaints about cleaning standards have been resolved with no recent complaints received. Cleaning standards have improved, and CPC has engaged external contractors to carry out six monthly ‘deep cleans’ at both halls. The Clerk has continued the weekly caretaker meetings to review outstanding matters, check on cleaning standards and follow up progress on ad hoc non routine matters such as repair works where the caretakers need to engage external contractors. The caretakers have devised schedules for daily, weekly and monthly tasks and to work through these (marrying them up to timesheets). The ongoing monitoring will continue.

11 Min 4.6 - Caretaking staff – holiday cover arrangements request

The Clerk responded to the Caretaker’s request explaining why the request for both to take leave together is not feasible and reminding them of the contractual provisions and the difficulties of arranging alternative cover.

The caretakers have been understanding and have booked separate leave, although neither take their full leave despite being reminded to do so.

12 Min 6 – CIL update

Further to the request at the last Staffing Committee meeting, CPC’s internal CIL reporting to Council has been refined with a brief table presented to Council each month with CIL available, planned project spend and recoupment deadlines. Council has expressed its thanks to the Clerk for the concept, and Finance Officer for her work collating the data and presenting it in an easy to read and understandable format. Cllrs have noted that it is much easier for them to see the current position.

13 Min 8 - Salary benchmarking and role reviews

The outcomes from the benchmarking and salary reviews for 2022/23 have all been implemented.

MINUTE 4

CLERK’S REPORT

1 CPC Staff appraisals

All staff appraisals were undertaken in the autumn and the outcomes inform the confidential salary review item.

2 Local Council officer vacancies

There are several local councils in both BF and neighbouring parishes with vacancies. The local council sector is suffering high levels of officer attrition locally, with the resulting vacancies remaining unfilled for long periods of time or operating with locums at considerable expense to Councils.

3 Covid annual leave carry over

All staff were given the ability to carry forward some annual leave for up to two years for year one of the pandemic. All carried forward leave is to be used up by the end of December 2022. Staff with annual leave from this period have now booked their remaining brought forward leave to avoid losing the entitlement.

MINUTE 5 INFORMATION ITEMS

None.

MINUTE 6 ITEMS FOR INCLUSION ON FUTURE AGENDAS

None.

Meeting closed: 10.22am

Signed

Dated

DRAFT

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 7 TO REVIEW A PROPOSAL TO EXTEND THE PROJECT AND EVENTS OFFICER'S FIXED TERM CONTRACT TO 31 MARCH 2024 AND INCREASE THE HOURS FROM 15 TO 20 PER WEEK FROM JANUARY 2023

The Project and Events Officer (Mrs Liz Turkington) was employed on a one year fixed term contract for 15 hours per week from January 2022 until January 2023. Accordingly, her contract ends in January 2023 but she will still have several large projects underway which will need managing until completion (games area refurbishment, walking/running track installation, EV charging, solar panels as well as any other project CPC commits to when it reviews the 3 Year Strategy Plan in Spring 2023 and work related to the Walter Recreation Ground Charity including the WR/CH woodland glade project and Local Nature Reserve applications) and a significant events program that CPC has committed to going forwards incl. Summer of Fun, the coronation in May 2023, late night Christmas shopping, Silver Sunday and Remembrance Parade.

The current legal position is that Liz's contract will end without any need to give notice in January unless Liz and CPC agree to an extension.

Liz has quickly integrated into the CPC admin and finance team and proved herself to be effective at delivering high calibre projects and events for Council and the Walter Rec. charity.

It was therefore RESOLVED to extend the Project and Event Officer's fixed term contract until 31 March 2024 and to increase the hours for this role from 15 to 20 per week from January 2023.

MINUTE 8 STAFFING MATTERS – BUDGET REQUIREMENTS FOR 2022/23

The Staffing Committee received and reviewed a confidential report concerning appraisal outcomes and salary progression for 2023/24 budget and RESOLVED as follows:

- 1) Except for the Morgan Centre Caretaker, based on appraisal outcomes and attainment of objectives, all staff are incremented one SCP on the NJC scales from their 2022/23 position for the 2023/24 budget year.
- 2) In the case of the Morgan Centre Caretaker the role is regraded to reflect additional responsibilities and role development from LC1 (7-12) to LC1 (13-17) from 1/4/2023 with SCP 13 payable in 2023/24 and any further pay progression (up to SCP 17) subject to annual appraisals and the salary review process.
- 3) That budget provision be allowed for any increase to the Project and Events Officer's role (Min. 7 above), as agreed by the Staffing Committee.
- 4) That up to 7.5% increase to NJC pay scales is budgeted and/or provisioned from reserves for the 2023/24 salary budget.

Meeting closed: 10.43am

Signed

Dated