

Minutes of **THE STAFF COMMITTEE** held at **The Old Station**, Station Road, Groombridge on **WEDNESDAY 8th DECEMBER 2021** at 7pm

PRESENT Cllrs Nick Anderson, Andrew Fane (Chair), Robert Gordon-James, Diana Kelly, Linsey Winter.

In attendance: Deborah Siddle - Clerk (minutes)

Members of the public are encouraged to attend meetings and there is a 10-minute opportunity for members of the public to address meeting. There were no members of the public present.

1. APOLOGIES - None

2. DECLARATIONS OF INTEREST – None

3. TO CONSIDER WHETHER TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEMS 4-10 PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 ON THE GROUNDS THAT PUBLICITY WOULD BE PREJUDICIAL TO THE CONFIDENTIAL NATURE OF THE BUSINESS

002161 **RESOLVED** to exclude press and public.

4. MINUTES and MATTERS ARISING

002162 **RESOLVED** that the minutes of the meeting held on 23rd November 2020 were approved

5. TO RECEIVE AND CONSIDER THE OVERTIME REPORT

Noted that overtime levels are not sustainable.

6. TO RECEIVE THE JOB EVALUATION REPORT AND CONSIDER THE RECOMMENDATIONS AND MATTERS THEREIN:

The Committee commented on the usefulness of an independent evaluation every 2 years.

6.1 Administrator/Volunteer Administrator regrading (and confirm this is with immediate effect)

Regrading of this post had been delayed since 2020 due to Covid and workload.

002163 **RESOLVED** that the Administrator role should be regraded to SCP 9, backdated to October 2020.

6.2 Assistant Clerk regrading (and confirm this is with immediate effect)

002164 **RESOLVED** that the Assistant Clerk role should be regraded to SCP 19 with immediate effect.

- 002165 6.3 Clerk/RFO regrading (and confirm this is with immediate effect)
RESOLVED that the Clerk role should be regraded to SCP 30 with immediate effect.

6.4 Organisational Observations – any actions

- Cllr Kelly and staff to undertake work planning (with reference to the Parish Plan) and develop an Implementation Plan be presented to Staff Committee and then the May ASM of Council
- Resourcing and staffing levels to be considered as part of this exercise to minimise requirements for overtime
- All Committees and their Terms of Reference to be reviewed by
- Chairs of Committees to review their Terms of References
- Scheme of Delegation to be reviewed to reflect any Committee changes
- Councillors to be encouraged to have more involvement, Cllr Kelly and Staff to consider how this can be done and present back to Staff Committee
- Review usefulness of Councillors' attendance at meetings of outside bodies
- Noted that the Postmistress and shop roles will not be undertaken by the Clerk after the successful transition of the business to WPCIC so this will alleviate WPC workload pressures and stress.

7. THE ANNUAL STAFF APPRAISALS:

7.1 Consider Summaries and performance ratings

Staff were congratulated on their performances.

7.2 Discuss any issues and agree recommendations

Work review and planning, as outlined above in 6.4.

7.3 Consider objectives for period to autumn 2022

Objectives agreed; to be reviewed during and after the work planning exercise.

7.4 Review any updates to Job Descriptions

Agreed; to be reviewed after the work planning exercise.

8. PARISH MAINTENANCE PERSON - Consider next steps

Following postholder's resignation in July the revised role was advertised but received no applications. A contractor has been undertaking maintenance works as required.

- 002166 **RESOLVED** to continue contracting out maintenance works and monitor this approach in 6 months.

Groombridge Men's Sheds may be able to and wish to assist in some areas.

9. STAFFING & BUDGETARY IMPLICATIONS (2022/23)

9.1 Agree Staff salary grades and spinal points for 2022/23

- 002167 **RESOLVED** Administrator SCP to be 11 from April 2022
002168 **RESOLVED** Assistant Clerk SCP to be 21 from April 2022
002169 **RESOLVED** Clerk SCP to be 32 from April 2022

9.2 Consider Staff related budget lines 2022/23 for recommendation to Finance and Administration Committee

002170 **RESOLVED** to recommend the following budget lines 2022/23.

Budget Code	Budget Name	Draft 2022/23
4000	Staff Salary	£40,506
4001	Staff on-costs	9,845
4003	Parish Maintenance Contract	3,650
4005	Clerks Clerical Support & Overtime	3,750
		£57,751*
4007	Training	2,500
4009	Conferences& Networking	500

**Based on the 2021/22 precept of £156,053, staff salaries and on-costs budgets would equate to 37% of overall budget. ESALC feel this sort of percentage is a very modest proportion of budget.*

10. POLICIES FOR REVIEW:

The Committee AGREED to review these policies again in 2 years unless there are legislative changes.

10.1 Sickness & Absence

Agreed recommend to Council.

10.2 Capability Policy

Agreed recommend to Council.

10.3 Bullying/Harassment

Agreed recommend to Council.

10.4 Dignity at Work

Agreed recommend to Council.

10.5 Equal Opportunities

Agreed recommend to Council.

10.6 Recruitment Policy

Agreed recommend to Council.

11. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA

Items in 6.4 above to be considered by a Staff Committee prior to the May ASM.

12. TO INVITE THE PUBLIC TO RETURN TO THE MEETING IF THEY WERE EXCLUDED FOR THE PREVIOUS ITEMS

002171 **RESOLVED** to invite press and public to return.

13. DATE OF NEXT MEETING – to be agreed as required

The meeting closed at 8.05pm