

ST CUTHBERT (OUT) PARISH COUNCIL MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD REMOTELY ON MONDAY 19TH OCTOBER 2020 AT 7PM

PRESENT: Cllrs J Baker; P Foster; T Mallinson; M Mitchell; G Pettitt.

IN ATTENDANCE: Ms Michele Exton (Parish Clerk); Mrs Lisa Pool (Deputy Parish Clerk).

01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

None.

02. DECLARATIONS OF INTEREST

02.01. All Cllrs declared a PERSONAL interest in items 06 and 07.

02.02. No requests for dispensations for disclosable pecuniary interests.

02.03. No requests for dispensation.

03. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: To exclude the Public and Press from items 06 and 07.

04. PUBLIC QUESTION TIME

No Members of the Public were present.

05. MINUTES OF ST CUTHBERT OUT PARISH COUNCIL STAFFING COMMITTEE HELD ON WEDNESDAY 23RD OCTOBER 2019

RESOLVED: To approve the minutes of the Staffing Committee held on Wednesday 23rd October 2019.

06. ANNUAL APPRAISAL OF THE DEPUTY PARISH CLERK

The Deputy Clerk was thanked for her work particularly relating to information gathering and dissemination to the community, and was congratulated for achieving her SLCC CPD ILCA. The Clerk is to organise and undertake 1:1 training sessions with the Deputy Clerk. It was informally agreed that the Deputy Clerk should use her discretion relating to meeting contractors on site to explain the proposed works face-to-face to mitigate potential misunderstanding of email instructions. The Deputy Clerk is to provide the Clerk with the cost of adding a microphone and headphones to her computer. The Deputy Clerk informed the meeting that she had not been taking defined breaks during her working day but that she will start to do so as a healthier way of working. She also mentioned that she has an aching wrist and will reposition her computer to see if this resolves the problem.

RESOLVED: To recommend to the Finance & Scrutiny Committee to approve that the Deputy Parish Clerk's hourly rate is increased from 1st April 2020 to 31st March 2021 as detailed in NALC's E01-20 2020-21 National Salary Award (dated 26th August 2020) and the draft revised Salary Schedule 2020/21.

RESOLVED: To recommend to the Finance & Scrutiny Committee to approve the Deputy Parish Clerk's annual increment from 1st April 2021 as shown on the draft Salary Schedule 2021/22.

RESOLVED: The Staffing Committee is to look into the discrepancies between the Staff's contracts and the recommendations in NALC's E01-20 2020-21 National Salary Award (dated 26th August 2020) and E02-20 2020-21 National Salary Award: Minimum Leave

Entitlement (dated 8th October 2020) relating to annual leave, and see what options to offer the Staff. The process will be undertaken via email.

The Deputy Clerk left the meeting before item 07.

07. ANNUAL APPRAISAL OF THE PARISH CLERK

The Clerk expressed an interest in attending financial training when available. The Clerk mentioned the pressure that learning new software keeps putting on her workload. She requested that the services of an IT contractor are considered to check the cyber security of the Staff's computers on a regular basis. It was informally agreed that the Clerk should contact 3 known local providers to see what options they can offer.

RESOLVED: To recommend to the Finance & Scrutiny Committee to approve that the Parish Clerk's hourly rate is increased from 1st April 2020 to 31st March 2021 as detailed in NALC's E01-20 2020-21 National Salary Award (dated 26th August 2020) and the draft revised Salary Schedule 2020/21.

RESOLVED: To recommend to the Finance & Scrutiny Committee to approve the Parish Clerk's annual increment from 1st April 2021 as shown on the draft Salary Schedule 2021/22.

Cllrs and Staff alike are experiencing a big increase in the numbers of email communications. The current agreed behaviour is for all Cllrs to copy in either/both the Clerk and the Deputy Clerk so that they are fully aware of what Cllrs are doing. However, the Staffing Committee is concerned for both the health of the Council's Staff and their efficiency in relation to working at their computers for long periods dealing with the constant influx of emails. The Clerk informed Cllrs that Staff complete an annual DSE Remote Working Self-Assessment and Cllr Pettitt is to send ACAS remote working guidelines to the Deputy Clerk.

RESOLVED: To recommend to Full Council that the Chairman of the Council requests that all Cllrs send emails only to those involved in that particular issue and not to copy in the Clerks and other Cllrs if not necessary to the conversation.

08. DATE AND VENUE OF NEXT MEETING

TBA