

**ST CUTHBERT (OUT) PARISH COUNCIL  
MINUTES OF THE MEETING OF THE STAFFING COMMITTEE  
HELD ON MONDAY 18<sup>TH</sup> OCTOBER 2021 AT 7PM**

**PRESENT:** Cllrs M Mitchell; G Pettitt; J Zorab.

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

**01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies were received from Cllr J Baker.

**RESOLVED:** To approve the reasons given for Members' absence.

**02. DECLARATIONS OF INTEREST**

**02.01.** All Cllrs declared a PERSONAL interest in items 07, 08 and 09.

**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 08 and 09.

**04. PUBLIC QUESTION TIME**

No Members of the Public were present.

**05. MINUTES OF ST CUTHBERT OUT PARISH COUNCIL STAFFING COMMITTEE HELD REMOTELY ON MONDAY 19TH OCTOBER 2020**

**RESOLVED:** To approve the minutes of the Staffing Committee held remotely on Monday 19th October 2020.

**06. WORKLOAD INFRASTRUCTURE**

A brief outline of the Staff's current workloads was briefly discussed and were considered in further detail during their appraisals. The foreseeable future workload increases were identified as follows: the development of working with the new Unitary Authority; the need for a person other than the Clerk or a Cllr to deal with the tech for live streaming at Full Council; clerking of the Council's Environment Working Group if it becomes a Committee; archiving. The possibility of employing/investigating possible funding for a part-time Apprentice was discussed and should be progressed.

**07. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

The meeting agreed that Staff should attend as a priority, software tutorials for the Council's tech applications and SLCC/SALC workshops which enable them to do their jobs better, during working hours, either free or paid out of the Council's training budget. The meeting agreed that the Council should encourage facilitating Staff to undertake CiLCA and/or FiLCA qualifications. As these qualifications would be of great benefit both the Staff and the Council (having a CiLCA qualified Clerk will help towards the Council gaining the General Power of Competence, FiLCA is a new qualification for RFOs) initial ideas for the financing of these qualifications and percentage pay back should Staff leave the Council within 6 months, 1 year and 2 years of qualifying (to include a discretionary

clause) were considered and would be developed via email. The Staffing Committee will put forward ideas and develop a long-term Staff plan training for potential Staff training that will benefit the Council.

**RESOLVED:** To ask the Finance & Scrutiny Committee for their views on financially supporting the Staff to achieve CILCA and/or FILCA.

**RESOLVED:** To ask Full Council if the Council should develop a Parish Plan which could be used to inform a Neighbourhood Plan.

## **08. ANNUAL APPRAISAL OF THE DEPUTY PARISH CLERK**

Cllr Pettitt thanked the Deputy for all the work she had put into developing the Asset Management Committee and the much-appreciated weekly contact sheet. The Clerk praised the Deputy for her communication skills and continually improving the Council's website. The Deputy highlighted difficulties with compiling the Asset Management Committee agendas to ensure the progression of ongoing items without increasing the workload for the Chairman (appointing a Vice Chairman was mentioned) and overloading the agenda with the consequence of overly long Committee meetings and will keep the Staffing Committee informed every 2-3 months on how this progresses. The management of the allotments was discussed: the Deputy highlighted the importance of an onsite Council presence and that the management of the allotments had increased because of more inspections and the flurry of changing tenancies (new tenants taking up plots then realising that they did not have the time to work their plot) and plot clearance (increased tenancy turnover and subsequent plot clearance could possibly be discouraged/addressed by increasing tenants' deposits to 2 year's rent or providing smaller raised beds which could also assist those with restricted mobility. The Deputy mentioned that the Office Allowance may not cover increased energy costs and the Clerk will confirm if there is a limit.

**RESOLVED:** To recommend to the Finance & Scrutiny Committee to approve the Deputy Parish Clerk's annual increment from 1<sup>st</sup> April 2022 as detailed in NALC's E01-20 2020-21 National Salary Award (dated 26<sup>th</sup> August 2020) and shown on the draft Salary Schedule 2022/23 (subject to the current negotiations of the National Salary Award review following NALC's recommendations which will be reviewed via email).

## **09. ANNUAL APPRAISAL OF THE PARISH CLERK**

The Clerk highlighted: the quantity of emails that she is receiving; she does not get out and about away from computer screen time; she does not currently have spare capacity to further develop software skills for the Council's tech applications that she uses; she thought the Council underestimated the time needed to undertake the Council's finance. To address these issues, the meeting suggested: the Clerk set aside a time for dealing with emails so that they did not constantly interrupt the task she is working on, Staff should signpost rather than pursue resident email queries where the Council do not have powers to resolve their enquiry and the Deputy produces a weekly summary of her activities for the Clerk to reduce the number of emails that the Clerk must constantly review; she should informally inspect the allotments on a monthly basis to reduce computer screen time and retain awareness of the state of the allotments; attending Council tech app software tutorials should be a priority renewal of the Council's insurance (including obtaining replacement values for all assets) and the Council's Risk Register to become the Deputy's responsibility. The Clerk's salary increase onto the next spinal point constitutes a promotion rather than just an incremental rise.

**RESOLVED:** To recommend to the Finance & Scrutiny Committee to approve the Parish Clerk's annual increment from 1<sup>st</sup> April 2022 as detailed in NALC's E01-20 2020-21 National Salary Award (dated 26<sup>th</sup> August 2020) and shown on the draft Salary Schedule 2022/23 (subject to the current negotiations of the National Salary Award review following NALC's recommendations which will be reviewed via email).

**10. DATE AND VENUE OF NEXT MEETING**

TBC.