



PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Staffing Committee Meeting held on Tuesday 4th June 2024 at 7.00pm held at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Jo Davis; Howard Hartley (Vice-Chair); Gavin Heathcote; Simon Kidd (Chair); Andy Larcombe; Conor Ogilvie-Davidson.

In attendance:

Tanya West – Parish Clerk & RFO

Public Session: No members of the public were present.

Minute Ref.	Agenda Item	Action
SC001 – 04/06/2024	Attendance Roll Call and Declarations of Interest The attendance roll call was undertaken (those present are detailed above). No additional interests, to those already disclosed to the Monitoring Officer, were declared.	
SC002 – 04/06/2024	Apologies for Absence Apologies for absence had been received from Cllr Jonathan Rich due to being away. This apology was duly noted.	
SC003 – 04/06/2024	Election of Vice-Chair One nomination for the position of Vice-Chair had been received and so it was resolved to elect Cllr. Howard Hartley as the Vice-Chair of the Staffing Committee.	
SC004 – 04/06/2024	Minutes & Actions i. The minutes of the Personnel Committee meeting held on 20 th February 2024 had been circulated in advance of the meeting; it was resolved that they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly. ii. The actions register on Planner was discussed, and it was suggested it would be better to have one Planner board with separate buckets for each committee and Full Council. The Clerk also commented she had encountered some restrictions on Teams and Planner when trying to set up the new committee structure. The Clerk to book a time with Cllr Kidd to update the Staffing related actions and address these associated issues accordingly.	Clerk & SK
SC005 – 04/06/2024	Items for Urgent Report There were no items for urgent report.	
SC006 – 04/06/2024	Staffing Sub-Committee It was resolved to appoint a Staffing Sub-Committee to work in line with the agreed Terms of Reference and Delegations (which consists of all members of the Personnel Committee and ex-officio members of the Chair and Vice-Chair of Full Council).	
SC007 – 04/06/2024	Advisory Panel It was resolved to appoint a Staffing Committee Advisory Panel to investigate specific projects/matters and make recommendations in accordance with the agreed Terms of Reference. The Clerk reported that some parish councillors, not currently serving on the Staffing Committee had asked if they could join this Advisory Panel. It was noted that the Terms of Reference state that membership is:	Clerk

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	<p><i>All members of the Staffing Committee, along with Ex-Officio members of the Chair and Vice-Chair of Full Council, and all other parish councillors and/or any other outside professional at the discretion of the Chair.</i></p> <p>This was discussed and it was felt that in some instances it would be inappropriate for all councillors to attend so the Terms of Reference to remain as is.</p>	
<p>SC008 – 04/06/2024</p>	<p>Staffing Related Policies & Procedures</p> <p>It was noted that most of the policies that have been allocated to the Staffing Committee as detailed on the Strategic Documentation Register are now incorporated into the Employee Handbook. The Clerk advised there had been some amendments to the handbook since legislation changes in April, in relation to Paternity Leave, Flexible Working, and Carer's Leave.</p> <p>It was agreed that an Advisory Panel meeting should be called in August to review the handbook and other policies any suggested amendments can be considered at the September meeting.</p> <p>It was also commented that staff training and development needs to be included somewhere within the Employee Handbook.</p> <p>Cllr Kidd to update the Acceptable Usage Policy to be reviewed at these meetings also.</p>	<p>Clerk & Cllrs</p> <p>Clerk</p> <p>SK</p>
<p>SC009 – 04/06/2024</p>	<p>Risk Register</p> <p>It was noted that the Clerk and Cllr Howard Hartley were currently updating the Risk Register and the sections of the document associated with the delegations for the Staffing Committee would be brought back to the September meeting for review and comment.</p>	<p>Clerk & HH</p>
<p>SC010 – 04/06/2024</p>	<p>HR and H&S</p> <p>It was noted that the Clerk and Cllr Howard Hartley were currently updating the Health & Safety Audit documents with the changes that have been implemented. The revised document would be brought back to the September meeting for review and comment.</p> <p>The Clerk reminded councillors that this year was the final year of a five-year contract with WorkNest. It was noted that the service received from them is generally very good, however, in line with Financial Regulations and proper practice, the Clerk was requested to investigate into other companies that offer the same HR and H&S services in order to obtain quotations for review closer to the renewal date. Peninsula was suggested as another company that could be contacted.</p>	<p>Clerk & HH</p> <p>Clerk</p>
<p>SC011 – 04/06/2024</p>	<p>Resolution Relating to Confidential Nature</p> <p>In accordance with Standing Order 3c and in view of the confidential nature of the business to be transacted, it was resolved that the press and public be temporarily excluded from the meeting.</p>	
<p>SC012 – 04/06/2024</p>	<p>Review of Finances 2024/25</p> <p>A report on expenditure for the 2024/25 financial year for those budgets specifically linked to the Staffing Committee was reviewed at the meeting. It was noted that the payroll processing fees budget will not be sufficient for what is required throughout the year and will overspend, as the extra work involved in the end of the financial year had not been included within the budget.</p>	
<p>SC013 – 04/06/2024</p>	<p>Payroll, Salaries and Pensions</p> <p>Councillors received updates on salaries, pensions and monthly payroll and made associated decisions as follows:</p> <p>It was resolved to continue to make payroll payments by monthly direct debit, despite the additional cost incurred, due to the staff time involved with having to deal with other payment methods and the potential reduction in interest.</p> <p>No councillors wished to be put forward as employer representatives for Avon Pension Fund.</p> <p>B&NES Council had requested a meeting with the Clerk to finalise P11D details for the staff, as the Parish Council had used two different payroll providers during the</p>	<p>Clerk</p> <p>Clerk</p>

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	year, and it needed to be determined who would action the production of these documents.	
SC014 – 04/06/2024	<p>Staff Absence, Leave and TOIL Councillors received an update on staff absence, leave and time off in lieu, including an update on absence reporting, recording, and monitoring with a view to making any necessary relating decisions.</p> <p>The Clerk explained the existing holiday calendar. In the subsequent discussion there were some concerns regarding the distribution of staff leave throughout the year and a few ideas were put forward including a mandatory two-week period where staff must take leave.</p> <p>A possible time limit on taking TOIL was also discussed, but it was thought that staff should be trusted to adjust their attendance to accommodate any TOIL accrued. Staff contracts would be reviewed to see what the existing terms were in relation to TOIL.</p> <p>It was suggested that, in the first instance, each team member should be asked to take responsibility for booking their holiday in advance. If this is not done, then a mandatory two-week break may have to be considered.</p> <p>It was noted that absences due to sickness were recorded on a spreadsheet and were also now being reported to the payroll provider, so any sick pay is accurately recorded. The Bradford Factor formula for sickness absence was discussed. The Clerk to upload the spreadsheet in the private channel for councillors to view and to put together a one-page summary for the last 12 months.</p> <p>Long-term staff absence was discussed, and it was resolved for the Clerk to send a letter to the employee inviting them to attend a meeting with the Chair and Vice-Chair of the Staffing Committee and the Clerk to discuss the situation. The meeting to be held within the next 10 working days.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
SC015 – 04/06/2024	<p>Staff Retention & Recruitment Councillors received an update on the outside services workload and how this is being managed with the help of contractors.</p> <p>A discussion was held regarding additional insurance cover to enable an outside contractor to drive the Parish Council's truck. However, it was agreed, that as they are not an employee of the Council, this would not be a good idea due to taxation and insurance purposes.</p> <p>Councillors received an update on the recruitment of a Responsible Finance Officer. It was noted the advert has been published and will be included on Indeed. Councillors to share to their own social media and Linked In sites. An update to be provided at the next Committee meeting.</p>	<p>Clerk</p>
SC016 – 04/06/2024	<p>Staff Appraisals & Objectives Councillors discussed staff appraisals and objectives. It was suggested that the appraisal policy document needs to be reviewed and this should be included within the next advisory panel meeting. It was further suggested that councillors should see a full list of all the objectives for all members of staff with updates at each Staffing Committee meeting so as to monitor progress. Also, that it should be written into the policy that the Clerk's appraisal is completed before the rest of the staff.</p> <p>It was resolved that the Clerk's appraisal should be carried out by Cllrs Simon Kidd and Howard Hartley and should be completed by the end of June 2024.</p> <p>It was further resolved that the Clerk should carry out appraisals for other staff by the next Staffing Committee in September, so that their objectives can be presented at that meeting.</p> <p>The Clerk was requested to speak to WorkNest regarding staff DBS checks and whether they are required for all staff and to what levels.</p>	<p>Clerk</p> <p>SK & HH Clerk</p> <p>Clerk</p>

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SC017 – 04/06/2024	<p>Staff Training & Development</p> <p>Councillors discussed staff training and development. It was noted that a training and development policy requires to be written. The Clerk to investigate into template policies and any suitable documents to be discussed at the next Advisory Panel meeting.</p> <p>In the meantime, any courses that staff would like to attend, they should be raised for approval by the Staffing Committee on Teams prior to booking.</p>	Clerk Clerk & SC Cllrs
SC018 – 04/06/2024	<p>Clerk’s Report</p> <p>Councillors received a report from the Clerk on staffing matters, including an update on workload.</p> <p>It was noted that the staff workload is very heavy at present, with lots of issues relating to management of amenities. The Staffing Committee were concerned that the Amenities and Facilities Committee were not providing staff with the tools required to complete this work at the moment, which was causing issues for all staff, but especially the Clerk. Could this be addressed by them?</p> <p>Regarding recent issues with mowing due to the mower breaking down, it was suggested looking at leasing a mower rather than owning one.</p> <p>The prioritising of tasks was discussed now that the Executive Advisory Panel is no longer in existence. It was raised that the Clerk should be prioritising tasks and councillors should only be involved if there is an issue or if there are any conflicts, and under these circumstances it should be a very clear and defined question they are asked. The priorities template used by the Executive Advisory Panel could be used and posted weekly on Teams in the private chat to keep councillors updated. It should also include staff leave and operational tasks as well as project and ad-hoc work.</p> <p>Office efficiency improvements (e.g. Freshdesk) should be included for discussion at the next Advisory Panel meeting. It was noted that Freshdesk is expensive (for the full version), but it was thought that the cost might be worthwhile to avoid any complaints.</p> <p>The Clerk advised that she would not know anything further about her CiLCA qualification until after the SLCC meeting scheduled for 10th June 2024. It was suggested that a committee meeting is called to discuss this and other personnel related issues, a date of Thursday 20th June 2024 at 7.30pm was agreed. The Clerk to arrange accordingly.</p> <p>A date of Thursday 1st August 2024 at 7.00pm was agreed for a Staffing Committee Advisory Panel meeting.</p> <p>The Committee provided permission for the Clerk to drive the Parish Council vehicle home overnight in order to collect some wood to be burnt at the beacon lighting event later that week.</p>	Clerk Clerk Clerk Clerk Clerk
SC019 – 04/06/2024	<p>Resolution to Revert to Public Session</p> <p>It was resolved to put the meeting back into public session.</p>	
SC020 – 04/06/2024	<p>Date and Time of Next Meeting</p> <p>The date of the next Staffing Committee meeting is scheduled to be held on Tuesday 3rd September 2024 at 7pm at Beacon Hall.</p>	

The meeting closed at 9.34pm.

Signed..... Date.....