

ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held at the Claytawc Centre on Monday the 23rd October 2024 at 7.00 pm.

Present: Cllr Burnett, Cllr Edmunds, Cllr Kelsey, Cllr James.

In Attendance: Lynn Clarke, Parish Clerk.

S26/24 Apologies

None.

S27/24 Declarations of Interest

None.

Standing Order 1c

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'

S28/24 To adopt the minutes of the Staffing Committee Meeting held on the 20th June 2024.

It was **Resolved** to adopt the minutes. All present in favour.

S29/24 Matters arising from the last meeting.

- The additional admin position has been created.
- Both vacancies have been advertised.
- Interviews have been undertaken and staff appointed.

S30/24 To ratify the decision made via email to approve strimming training costs.

It was **Resolved** to approve the costs agreed by email of £195 for the training. All present in favour.

S31/24 To ratify the decision of appointing new office staff.

It was **Resolved** to approve the decision made via email and telephone. All present in favour.

S32/24 To review the progress of the new employees.

It was agreed that both employees have demonstrated their ability to manage difficult situations and have to date shown that they are capable of their roles. It was **agreed** to send them letters from the staffing committee thanking them for their assistance covering the office during the past month. It was also **Resolved** to make the temporary uplift of the Administrators' hours to help cover the office over the past month a permanent part of the contract. All present in favour.

S33/24 To agree the plans for a phased return of an employee and to review the progress to date.

The Committee discussed the gradual return to the office at length, with an understanding that flexible working from home has been beneficial. It was acknowledged that the current arrangement allows for necessary breaks when needed. The Clerk has committed to attending the office for a few hours each week to support other employees, though there are occasions when attending the office may not be feasible.

It was **Resolved** to continue with the gradual return plan, with the Clerk informing the Chair or Vice Chair when they are unable to attend work. The situation will be monitored and reviewed until a full return to the office is deemed appropriate. All present were in favour.

S34/24 To review the pay scales for all staff for budgeting purposes.

It was **Resolved** To increase the maintenance operatives wages to the new SCP 2 Scale from April 25 and to raise the relief maintenance operatives wages in line with permanent staff.

Depending on annual performance reviews to raise the Office Administrators hourly rate to SCP 5 at the anniversary of appointment.

Depending on annual performance reviews to raise the Senior Office Administrator to SCP 10 at the anniversary of appointment.

Depending on annual performance reviews to raise the Clerks salary to SCP 35 from April 2025.

All present in favour.

S35/24 To approve the cost of two additional learning hub licences for staff training..

It was **Resolved** to approve the cost of £74 + VAT for the additional licences. All present in favour.

S36/24 To consider amendments to the Committees Terms of Reference.

It was **Resolved** to approve the amendments to allow two appointed Committee Members to manage staff absence in emergency situations. All present in favour.

S37/24 To consider a complaint received.

A concern was raised regarding the conduct of an employee during a Councillor's visit, with allegations of rudeness towards the Councillor and other staff members. Independent statements were gathered from the office staff and the employee involved, which were reviewed by the Committee. The review concluded that there was no case to answer in relation to the employee's conduct.

However, the review highlighted concerns about councillors becoming involved in office management without a full understanding of the processes in place.

It was **Resolved** that the original letter (which has not yet been sent) would be amended to remind councillors not to interfere in office management unless they have a clear understanding of the procedures. Additionally, councillors visiting the office should respect staff privacy, particularly when staff are engaging with colleagues or the public. All present in favour.

There being no other business the Chair closed the meeting at 7.45 pm.

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

Chair of the Staffing and GDPR Committee Meeting