

Minutes of **THE STAFF & ADMINISTRATION COMMITTEE** held at
The Old Station, Station Road, Groombridge on
MONDAY 31st JULY 2023 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. ELECTION OF COMMITTEE CHAIRMAN

002541 RESOLVED to elect Cllr Andrew Fane as Chairman of the Committee

2. ELECTION OF COMMITTEE VICE CHAIRMAN

002542 RESOLVED to elect Cllr Linsey Winter as Vice Chairman of the Committee

3. APOLOGIES - none

4. DECLARATIONS OF INTEREST - none

5. TO CONSIDER WHETHER TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEMS 6-10 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

002543 RESOLVED to exclude press and public.

6. MINUTES and MATTERS ARISING

002544 RESOLVED that the minutes of the meeting held on 23rd November 2022 were approved.

Completed Actions

Minute no.	Who	Item
Pg 2614	Clerks	New PCSO has been to parish office and taken forwards any issues raised
Pg 2614	Clerk	Community Warden's contract terminated
Pg 2615	Clerk	Changes to Administrator/ Volunteer Facilitator Role and salary agreed by Council
Pg 2615	Staff	Tasks no longer in the Administrator/ Volunteer Facilitator job description shared among staff
Pg 2615	Clerk	Changes to contractual hours based on overtime review agreed by Council
Pg 2615	Clerk	Staff and training budget lines recommended to Finance Committee
Pg 2616	Clerks	Ways that Councillors can be involved circulated

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Pg 2616	Clerks	Noticeboard content in final edits
Pg 2616	Clerk	Councillor/Employee Policy agreed at Council
Pg 2616	Clerk	Employee Code of Conduct agreed at Council
Pg 2616	Clerk	Lone Worker policy agreed at Council

Actions from previous meetings still to be completed

Minute no.	Who	Item
Pg. 2474	Assistant Clerk/ Highways Coordinator	Recommend to Council to hold an annual forum to allow the public to feed in highways related concerns in a solution-based way
Pg 2614	Clerks	Promote Operation Crackdown in the Newsletter

Actions from this meeting

Minute no.	Who	Item
Pg. 2781	Clerk	Maintenance Person job description to be re-drafted by the Clerk and circulated to Committee for agreement on email
Pg. 2781	Clerk	Individual to be invited to discuss the Maintenance Person role with the Clerk and Cllrs Kelly and Fane.
Pg. 2781	Clerk	Actions relating to Absence report (confidential note) to be taken forwards
Pg. 2781	Clerk	Autumn agenda to include appraisals and 2024/25 staff and training budgets

7. PARISH MAINTENANCE ROLE – review role requirements, terms and conditions and next steps

A paper had been circulated prior to the meeting outlining the terms, conditions and remit of the role when last occupied, and the most recent advertisement which had received no applications.

The Committee noted that WPC has been without someone in role for two years and, whilst we have used contractors, staff and councillors for some jobs, this way of maintaining assets was not as effective.

A member of the community had shown some interest in the role. Cllr Gordon-James and the Clerk had seen some photographic examples of his maintenance work and it appeared to be proficient.

Due to the timescale since the last incumbent, staff Committee reviewed the role and made the following recommendations:

- Role to be on a six-month fixed term contract, allowing it to be reviewed by both parties
- Pay to be £11 per hour, which is slightly above the current Living Wage
- Hours to be 7 per week as per previous role
- Tools to be provided by WPC should the individual not have them
- Access to a vehicle required
- Mileage to be paid at current rates

- Job description to be re-drafted by the Clerk and circulated to Committee for agreement on email; to be actioning tasks rather than desk based and to be more maintenance focused than litter-picking

The individual would be invited in to discuss the role with the Clerk and Cllrs Kelly and Fane. Should this be successful he would be offered the role under the above terms.

8. OVERTIME REPORT

A report had been circulated prior to the meeting which showed reduced overtime hours since changes to contractual hours had been made. This was noted and the Committee was pleased to see this improvement.

9. ABSENCE REPORT

A report had been circulated prior to the meeting which showed sickness absences since the start of the calendar year. This was discussed by the Committee. (*confidential file note has detail*).

10. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA – autumn agenda to include appraisals and 2024/25 staff and training budgets

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

002545 RESOLVED to invite press and public to return.

12. DATE OF NEXT MEETING – Staff Committee will need to meet in the autumn to consider appraisals and staff and training 2024/25 budgets. Should a meeting be required in the meantime the Clerk will call one.

The meeting closed at 7.55pm