

MINUTES OF THE STAFFING COMMITTEE MEETING OF AUCKLEY PARISH COUNCIL

HELD ON WEDNESDAY 10th OF JULY 2024,

AT AUCKLEY PARISH CENTRE, COMMENCING AT 5.45PM

Councillors Present: R. Dobson, S. Featherstone, J. Staniforth,

E. Lear (Clerk)

1. **Election of a Chairman-** Chair-Cllr Staniforth, Vice Chair- Chair/vice chair of Auckley Parish Council - **AGREED**
2. **Non-Attendance by Councillors**
 - a) None received
 - b) Not required.
3. **Declarations of Other Interests and Any Amendments**

None
4. **Determination of the Exclusion of the Public and Press**

Items 6, 7 and 10.
5. **Approve the Minutes of the Staffing Committee Held 13th March 2024**

The minutes were approved and signed as a true record.
6. **Receipt of Resignation of Handyman**

The handyman intends to retire. He has given his required 1 weeks' notice and his last day of service will be Friday 12th of July 2024.

 - a) The handyman is owed 3.66 hours of payment for unused leave which equates to **£43.96**. The handyman has agreed with the calculations. - **APPROVED**
7. **Discussion of the Position of a Temporary Replacement Handyman Pending the Post being Advertised**

Prior to a potential temporary replacement entering the meeting, a brief discussion took place about the replacement and his experience. It was noted that best practice was to advertise the post fully but the council could employ a temporary replacement.

As the replacement would be carrying on in the role of the current handyman, he would be offered scp4 at £12.01 an hour.

It would be made clear that this was a temporary role of 10 hours which would be reviewed.

The potential replacement entered.

Council stated that the priority of the role was to look after the sites.

The potential replacement outlined his experience, training and background as a joiner.

The council outlined that they were looking for the role to develop but would start the position as 10 hours which could be worked flexibly over a few days.

A brief reference would be sought from the potential replacement's current employer.

The potential replacement confirmed that he had his own protective clothing.

Travel expenses would be paid at 45p/mile.

It was confirmed that he would use his own hand tools but no engine tools would be used.

A site meeting was arranged with the Clerk.

Subject to full council approval the temporary position was offered – **AGREED**
8. **Consideration of Arrangements for the Recruitment of a Handyman**

Delegated to the Clerk but discussions and considerations regarding the role would take place via email- **AGREED**
9. **Determination of Arrangements for the Appraisal of the Clerk-** DEFERRED
10. **Receipt of Items Raised by the Clerk**

- a) As the Clerk has recently taken on employment with Blaxton Parish Council as a Clerk/Responsible Financial Officer, the council would equally share training costs with Blaxton Parish Council- **AGREED**
- b) Additional time required to complete the CiLCA qualification would be paid by the council- **AGREED**

11. **Review of the Staffing Committee Terms of Reference – DEFERRED**

12. **Confirmation of Date and Time of Next Meeting**

The next Staffing Committee meeting will take place on Wednesday 9th of October 2024 at Aukcley Parish Centre at 6.00pm.

Chair.....

Date: