

MINUTES OF THE STAFFING COMMITTEE MEETING OF AUCKLEY PARISH COUNCIL

HELD ON WEDNESDAY 13TH OF NOVEMBER 2024,

AT AUCKLEY PARISH CENTRE, COMMENCING AT 6.00PM

Councillors Present: R. Dobson, J. Staniforth, I. Swainston

E. Lear (Clerk)

1. **Non-Attendance by Councillors**

a) Received from Cllr Featherstone

b) The reason was accepted.

2. **Declarations of Other Interests and Any Amendments**

None

3. **Determination of the Exclusion of the Public and Press**

Item 5.

4. **Approve the Minutes of the Staffing Committee Held 7th October 2024**

The minutes were approved and signed as a true record.

5. **Update on the Induction of the Site Supervisor**

Following on from the last staffing committee meeting and a change in situation, Candidate B was recommended to the Council in the Parish Council meeting on the 9th of October, on a six month temporary basis. It was recommended that the start point be the bottom of the scale (point 4).

He commenced employment on the 21st of October. He has received new tools and equipment. He has undertaken health and safety training. Jobs to be undertaken weekly, fortnightly and project jobs were outlined in the induction.

The Site Supervisor raised the issue of the state the footballers leave the pavilion in after a weekend as it requires a thorough clean. Following discussion regarding the condition- Clerk to contact footballers about leaving in a better state and look into the purchase of boot scrubbers- **AGREED**

He had also raised the requirement for a strimmer to make work more efficient- Clerk to research battery operated strimmer (multi use battery system)- **AGREED**

His general work pattern is Monday, Wednesday and Friday am.

6. **Determination of the Arrangements for the Appraisal of the Clerk**

The appraisal will take place in the next staffing committee meeting in January. Appraisal documents produced by the YLCA will be circulated for completion by the Clerk and Committee prior to this.

7. **Consideration of Recommendation of the Lone Working Policy**

Recommend to the council for adoption with an aim to review – **AGREED**

Alternative contact details of Cllr Staniforth and Cllr Swainston to be provided to the Site Supervisor- **AGREED**

8. **Consideration of the Employer's Contribution to the Site Supervisor's Pension**

All employees should be given the same terms and conditions and therefore a 5% contribution will be recommended to Council- **AGREED**

9. **Consideration of the Travel Arrangements for the Clerk Post Meeting**

In the absence of public transport after the parish council meeting, that a recommendation be made to Council that an amendment be made to the Clerk's contract stating they will reimburse for a taxi- **AGREED**

10. **Items Raised by the Clerk**

a) Storage of Files in the Pavilion: The Clerk is storing a lot of files in her home. These do not need to be readily accessed and therefore a request was made to store in the pavilion. Storage would need to be lockable and of the correct shape and size- Clerk to go to the pavilion to measure space before researching- **AGREED**

11. **Review 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 8th of January 2025 at Auckley Parish Centre, Auckley.

Chair.....

Date:

