



Website: www.whitwickpc.org.uk

26th July 2023

To: The Chairman and Members of the Staffing Committee

(Cllrs P Moulton, R Woodward, M Wyatt – reserve - any councillor if requested)

(Copied to all councillors for information)

Dear Members

I hereby summon you to attend a meeting of the Staffing Committee to be held at 5.30 pm on Monday 7th August 2023 at Park Hall, Whitwick Park, North Street, Whitwick, for the purpose of transacting the following items of business.

Yours faithfully

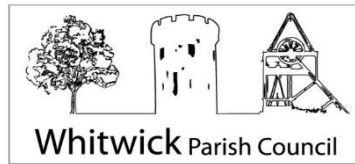
Tracey McLean
Acting Parish Manager

AGENDA

| AGENDA | |
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| 3316 | ELECTION OF COMMITTEE CHAIRMAN |
| 3317 | APOLOGIES FOR ABSENCE |
| 3318 | DECLARATIONS OF INTEREST |
| | To receive declarations of interests in respect of items on the agenda. Members are reminded that they must declare whether the interest is a 'disclosable pecuniary interest' (in which case you must leave the meeting while that item is under discussion) or a 'registerable interest' (where you may remain in the meeting, vote and speak on the matter unless to do so would compromise your impartiality or other obligations set out in the Code of Conduct). |
| 3319 | PUBLIC QUESTIONS AND ANSWER SESSION |
| 3320 | MINUTES |
| | Members to approve the minutes of the last Staff Committee Meeting held on 10 th November 2022 (previously circulated). |

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| | <i>Members' instructions are requested.</i> |
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| 3321 | TERMS OF REFERENCE |
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| | To review the terms of reference for the Committee and if required submit recommendations for any changes to the Council (see attached). |
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| | <i>Members' instructions are required.</i> |
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| 3322 | EXCLUSION OF PRESS AND PUBLIC |
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| | Members to consider, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, whether the public and press is excluded from parts of the meeting below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted. |
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| | <i>Members instructions are required.</i> |
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| 3323 | STAFF MATTERS |
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| | Members to discuss Staff Matters with the Acting Parish Manager, including: |
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| | <ul style="list-style-type: none"> • Recruitment process to appoint Parish Manager before end of 31st March 2024. |
| | <ul style="list-style-type: none"> • Rialtas financial training and temporary financial support to be provided by outside agency |
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| | <i>Members' questions are invited.</i> |

N.B. All Minutes are deemed as draft until formally approved and signed.



MINUTES of the MEETING of the STAFFING COMMITTEE held on THURSDAY 10 NOVEMBER 2022 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor J Straw (Chairman)

Cllrs P Moulton, S Colledge (reserve member able to attend)

In Attendance:

Mrs. C Tibbles PSLCC, Parish Manager/Responsible Finance Officer

No members of the public

3017. APOLOGIES FOR ABSENCE

Cllr M Wyatt.

3018. DECLARATIONS OF INTEREST

Cllr Straw declared a registerable interest in all planning matters as a member of Whitwick Action Group and a registerable interest as a member of Whitwick Historical Group.

Cllr Colledge declared a registerable interest as a member of Whitwick Royal British Legion, in matters connected to Whitwick Historical Group as a member, to Whitwick Action Group as a member and Woodstock in Whitwick as a member; as a supporter of Coalville CAN. Planning was not on the agenda so not relevant for interests at this meeting.

Cllr Moulton declared a registerable interest as a Link Councillor and member of Whitwick Historical Group, as a member of Whitwick Bowls Club, a Link Councillor for Thornborough Road Allotment Society, a member of Whitwick Action Group and a Link Councillor for Meadow Barn View.

3019. PUBLIC QUESTIONS AND ANSWER SESSION

None.

3020. MINUTES

Resolved that the minutes of the meeting held on 4 August 2022 be approved as a correct record.

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3021. TRAINING

Members confirmed they had copies of "Being a Good Employer" and had looked at the training diary by LRALC - many scheduled for after next May.

3022. OTHER MATTERS FOR FUTURE AGENDA

Resolved that the Dignity At Work Policy from the Civility and Respect Project (as circulated) should be considered by the council. If adopted then the Staffing Committee should compare it with the Member Officer Protocol and see how/if it either supplements that or replaces it. The Discipline and Grievance Policies were awaiting revision.

3023. EXCLUSION OF PRESS AND PUBLIC

Resolved: That having regard to the confidential nature of the business to be transacted and the need to consider advice, publicity in respect of which would be prejudicial to the public interest, the press and public be now excluded from the meeting in pursuance of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended.

3024. STAFF BUDGET AND FORECASTS

Due to this meeting being brought forward from the scheduled date in December, financial information was not yet available. Members noted/**resolved** that:

- a) the revised structure of staffing was noted (as tabled) showing that there were 2.09 (full-time equivalent - FTE) staff employed normally and the temporary appointment took this to 2.58 FTE staff until 02/04/23; the **current budget comparison be deferred until reconciliations completed** (although previously reported to full council as part of the Income and Expenditure reports);
- b) the nationally agreed 22/23 pay award had been received that day and contractual agreement would be implemented promptly via payroll (document tabled for all members);
- c) **current budget forecast for 23/24 be deferred until after implementation of the pay award;** noted the difficulties in trying to forecast next year's staffing budget with unknown staffing changes that were yet to be confirmed.

3025. STAFF MATTERS

- a) Members asked for an open and frank confidential discussion with the Parish Manager to establish the best for Whitwick and the following topics were considered to explore solutions for addressing the longstanding backlog of council action points, other priority undertakings, the work being done on the minutes from earlier meetings, the management of office routines/opening and visitors, the changing roles and working patterns for some staff. Success had been achieved in some areas and members were pleased to note the

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reduction of TOIL owed to the Parish Manager, the well managed level of TOIL by the Deputy Parish Manager, the production of minutes by both officers for current meetings without falling further behind, accommodating workload when scheduled holidays since September (and occasional sickness) had affected most weeks with staff covering extra duties. The caretakers were meeting the needs of hirers at Park Hall, managing the building well and the booking diary and rotas were being produced very efficiently for them to show both regular and casual hirers; the Parish Warden had a very good grasp of the role and was making clear progress and supporting the office with land related matters throughout the parish; refinements were being made to income records and Deputy Parish Manager expanding her knowledge with every week that passed. The temporary admin assistant was now helping with invoice checking, printing, supplies and office routines/equipment.

The Parish Manager thanked Cllr Straw for always endeavouring to exercise the employer's duty of care on staffing matters, continuing this during her recent extended absence from meetings and it was appreciated that there were timely replies to emails with helpful and pertinent advice when needed. She also explained that in recent months there had been occasions when there had been anxiety, distress or upset caused to staff or to fellow members and it was clear that wording, actions and public humour could be inadvertently misinterpreted (example given from last meeting and acknowledged).

When asked what councillors could do to support her work, the Parish Manager replied that by fulfilling their commitment as councillors and logging on to their email account twice a week (or more); to read their emails; to reply to emails that asked for guidance or opinions (often only 1-2 replies were received from 10 emails) then her work would have clearer direction; it was always wise to make decisions based on clear information and facts, so it was beneficial when communication was a two-way effective relationship.

After confirming that it was not the intention to micromanage the office there were some changes suggested to the Parish Manager to explore for alternative working practices. An invitation was given to discuss this further with members when consideration had been given.

Full signature of Chairman: Date:

The meeting terminated at 9.16 pm.

Date of the next meeting: Thursday 9 March 2023 at 7 pm