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3 November 2022

**To: The Chairmen and Members of the Staffing Committee**  
(Cllrs P Moulton, J Straw, M Wyatt – Reserve is any councillor if required)  
(copied to all parish councillors for information)

Dear Members,

I hereby summon you to attend a Meeting of the **Staffing Committee** to be held at **7.00 pm on Thursday, 10 November 2022 (Park Hall, Whitwick Park, North Street, Whitwick)**, for the purpose of transacting the following items of business.

Yours faithfully

Cathy Tibbles, PSLCC  
Parish Manager

*Members of the public are welcome to attend and observe the meeting.  
Questions may be asked under the appropriate item if matters fall within the remit of the Committee.*

## **AGENDA**

### **3017. APOLOGIES FOR ABSENCE**

### **3018. 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).

### **3019. PUBLIC QUESTION AND ANSWER SESSION**

### **3020. MINUTES**

Members to approve the minutes of the last Staff Committee meeting held on 4 August 2022 (previously circulated).

**Members' instructions are requested.**

**Parish Manager:** Cathy Tibbles, Whitwick Community Office,  
3a Market Place, Whitwick LE67 5DT  
(Tel: 01530 459527) (Email: [clerk@whitwickpc.org](mailto:clerk@whitwickpc.org))

### **3021. TRAINING**

Members to confirm training opportunities available or completed that relate to the role of the Staffing Committee (links previously circulated).

**Members' instructions are requested.**

### **3022. OTHER MATTERS FOR FUTURE AGENDA**

Members to suggest other matters for consideration at the next meeting, in accordance with the terms of reference.

**Members' instructions are requested.**

### **3023. EXCLUSION OF PRESS AND PUBLIC**

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.

**Members' instructions are required.**

### **3024. STAFF BUDGET AND FORECASTS FOR 23/24**

Members to note:

- a) the revised structure of staffing and current budget comparison, as previously reported to full council as part of the Income and Expenditure reports (see enclosed and/or to follow);
- b) the latest position with the 22/23 pay award (still unconfirmed but advice from LRALC has been forthcoming);
- c) the difficulties in trying to forecast next year's staffing budget due to likely changes that are yet to be confirmed.

**Members' questions are invited.**

### **3025. STAFF MATTERS**

Members to discuss Staff Matters with the Parish Manager, including:

- a) plans to address the longstanding backlog of work;
- b) updating of Parish Manager's TOIL/annual leave records (that are regularly submitted for scrutiny and authorisation to Committee members before/after full council meetings);
- c) early planning requested to set a date for the Parish Manager's appraisal (due in January or earlier);
- d) any questions on day-to-day staff matters that the Parish Manager is dealing with.

**Members' questions are invited.**

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

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

**MINUTES of the STAFFING COMMITTEE held on THURSDAY 4 AUGUST 2022 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.**

Present: Councillor S Colledge (Chairman)  
(reserve member asked to attend)

Cllrs P Moulton, T Barker (reserve member able to attend)

In Attendance:

Mrs. C Tibbles PSLCC, Parish Manager/Responsible Finance Officer  
1 member of the public

**2909. ELECTION OF COMMITTEE CHAIRMAN**

Cllr Straw had confirmed her willingness to serve on the Staffing Committee and to stand as Chair for the remainder of the year. **Resolved to elect Cllr S Colledge as Chairman for this meeting. Further resolved to elect Cllr Straw as Chairman of the Committee for the remainder of the year.**

**2910. APOLOGIES FOR ABSENCE**

Cllrs J Straw, M Wyatt

**2911. DECLARATIONS OF INTEREST**

None declared for this meeting.

**2912. PUBLIC QUESTIONS AND ANSWER SESSION**

None.

**2913. MINUTES**

**Resolved that the minutes of the meeting held on 10 February 2022 be approved as a correct record.**

**2914. TERMS OF REFERENCE**

**Resolved that the terms of reference be approved and signed without any alterations.**

**2915. 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**

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

**of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended.**

**2916. OTHER MATTERS FOR FUTURE AGENDA**

Members noted the need for training on HR and Appraisal and requested dates by LRALC be passed to all so they could book in. [Parish Manager’s note - please see LRALC website for details:

<https://www.leicestershireandrutlandalc.gov.uk/list-of-courses.html>

**2917. STAFF MATTERS**

Members noted/**resolved:**

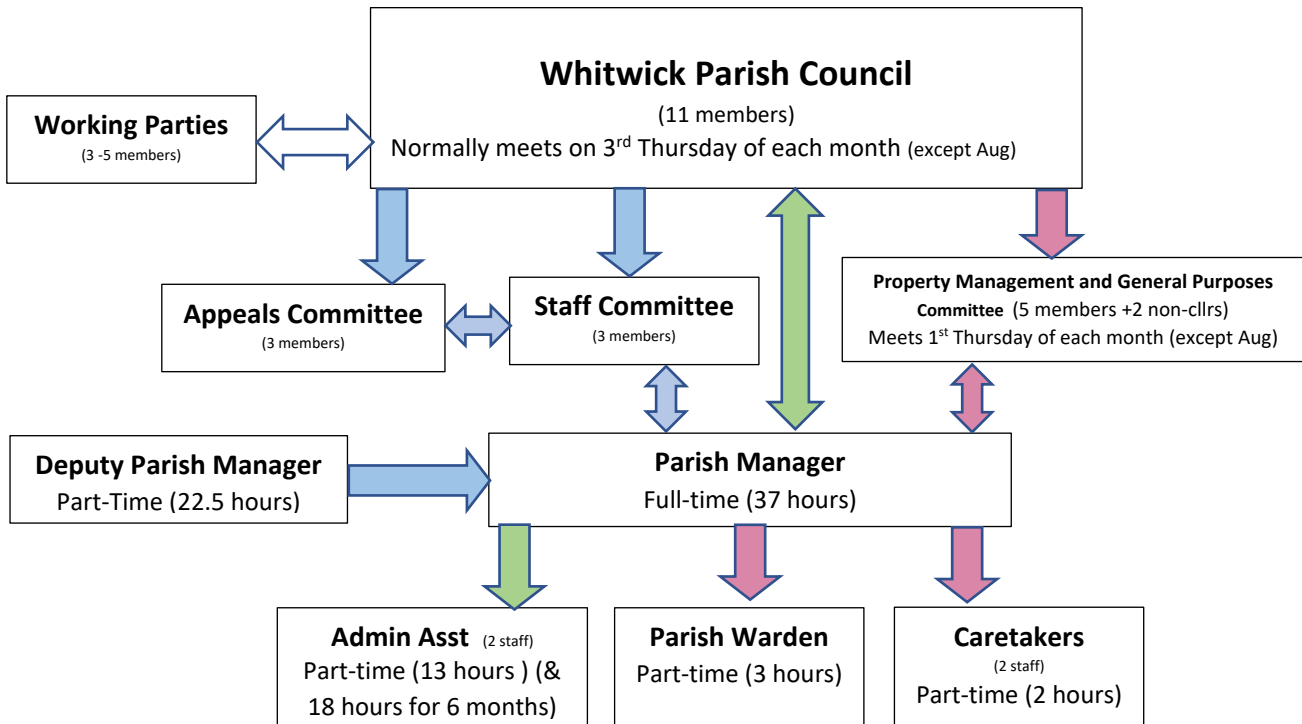
- a) Noted that during the Parish Manager’s recent illness, no qualified locum support had been available and no additional expenditure had been incurred, with priority work covered by the Deputy Parish Manager; **that it was necessary for the Parish Manager to temporarily work 4 days per week while recovering from illness (aided by taking of TOIL hours that had accrued in the previous year); to address the future workload during this absence by appointing a temporary Administrative Assistant for 18 hours per week on Spine Point 9 for a fixed term of 6 months, duties being based on the approved vacancy notice and job description as tabled;** the Parish Manager was advised on potential advertising sources; **resolved that the budget for this temporary position be met from the sickness contingency budget, with a supplement of £3621.40 being required;**
- b) members were requested to sign the monthly TOIL and annual leave records that were regularly submitted to Committee members for scrutiny;
- c) noted the return to work arrangements/employer’s duty of care that had been completed by email when the Parish Manager had been working remotely and unable to drive; noted the recent analysis during July of time spent on work duties; understanding of the crucial need to address the writing of overdue minutes (which was now also an audit requirement) but she remained seriously concerned about the potential need to implement large decisions that the council was considering as a whole.

**Full signature of Chairman: ..... Date: .....**

The meeting terminated at 6.59 pm.

*Date of the next meetings: Thursday 15 December 2022 at 7 pm  
Thursday 9 March 2023 at 7 pm*

# Structure of Whitwick Parish Council



**NB Contracted staff hours are 95.5 hours per week - 2.58 full time equivalent (FTE) staff  
From 4/3/23 Contracted staff hours will be 77.5 hours per week - 2.09 FTE staff.**

For further information please contact the Community Office on 01530 459527 or

Email [clerk@whitwickpc.org](mailto:clerk@whitwickpc.org)