



Website: www.whitwickpc.org.uk

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

MINUTES of the STAFFING COMMITTEE OF WHITWICK PARISH COUNCIL held on Monday 11th March 2024 at 11:00am in Park Hall, Whitwick Park, off North Street, Whitwick

Present: Cllr A Barker, Cllrs P Moulton, A Roach, (reserve is any member able to attend if requested)

In Attendance

Tracey McLean, Acting Parish Manager

Sharon Kaye, Parish Manager

No members of the public

3487	APOLOGIES FOR ABSENCE	
	None.	
3488	DECLARATIONS OF INTEREST	
	Cllr Moulton declared a registerable interest in all matters relating to North West Leicestershire District Council, a registerable interest in Whitwick Historical Group as a Link Councillor and a member, a registerable interest in Whitwick Bowls Club as Link Councillor and as a member, a registerable interest as a member of Whitwick Action Group, a registerable interest as Link Councillor for Thornborough Road Allotments Society and a registerable interest as Link Councillor or Walker Flats Allotments Society.	
3489	PUBLIC QUESTIONS AND ANSWER SESSION	
	None.	
3490	MINUTES	
	RESOLVED: that the minutes of the meeting held on 7 th August 2023 be approved as a correct record.	
3491	TERMS OF REFERENCE	

	<p>The Acting Parish Manager read the Terms of Reference aloud for the benefit of members. RESOLVED: that Terms of Reference be amended as follows:</p> <ul style="list-style-type: none"> • Person of seniority is the chair of the council. Parish Managers line manager is 'the whole council' as suggested by LRALC. • Cllr Moulton suggested to alter the TOR to state 'any issues are initially reported to the Chair and the staffing committee, and the chair should come off the appeals to avoid conflict of interest.' 3 Cllrs for appeals, the chair and 4 members of the committee. • A recommendation to full council to change the TOR to state - Parish Managers line managers should be the chair and the staffing committee. 	
3492	EXCLUSION OF PRESS AND PUBLIC	
	<p>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.</p>	
	No public present	
3493	STAFF MATTERS	
	<p>Parish Manager: The Parish Manager commented that the staff induction was poor and staff morale was low. The tour of the council and land was helpful on the first day. An induction checklist was provided. Good knowledge base from the team in the office. The Offsite induction week at Ashby Town Council was prior to starting was excellent. Induction checklist has not been completed due to the fact current employees were not inducted into their roles and had no resources or materials to induct future employees. It was AGREED by all members that improvements in those areas are needed and also communication improvements are required from office staff, councillors and staffing committee with employees, so everyone is on the same page moving forward.</p>	
	<p>RESOLVED: Parish Managers comments/handover report are to be submitted within the minutes as a 'report.' A separate report by councillors to take to full council is not required. If the Parish Manager would like to elaborate on points made, she can expand on her report to take to full council.</p>	

	<p>Office Space/Staff: Parish Manager commented the office is not suitable for privacy and private conversations/meetings. The culture / moral has improved slightly but it has some way to go. The office staff require support and understanding from council members.</p> <p>The previous Parish Manager was offered the chance to portray her feelings/comments regarding the staffing/morale. She stated she felt demoralised, bullied and ended up on sick leave. She has successfully secured another job and therefore leaving WPC. There has been no support from Council members towards office staff. Acting Parish Manager did not want to say anymore on the bullying situation, therefore the councillors agreed there was nothing they could do if they did not know the background behind it.</p> <p>It was NOTED that there is lack of space for 3 employees in the community office. The PC on the desk is of no use. The Parish Manager had to use her own laptop. Council members commented they do have delegated powers for spending on IT equipment for staff if it is needed. Office space need remedial works. There is no parking, no storage, no meeting rooms for private meetings if required. Mobile office options need looking at.</p> <p>Councillors RESOLVED that the office needs to be closed for a period to renovate, tidy, decorate and improve the area not only for staff but for members of the public to visit.</p>	
	<p>Council members comments: Communication is important and it is an issue that the members have had. It was NOTED that moving forward all members need to be involved and informed. It was reminded to the committee that all councillors are voluntary and do the role for the benefit of the community. The comment of 'bullying' was noted as taken very seriously and it needs to be acted on. Council members have recently changed and hopefully new councillors and current councillors that have remained will be able to move it forward positively.</p>	
	<p>Recruitment and Contracts: The Parish Manager commented the contracts and employment offer was very confusing. Cllr Moulton commented that WPC went to a HR specialist within the council for advice on paperwork/employment documentation.</p>	
	<p>Keys: No key system in place.</p>	
	<p>Current staff duties:</p>	

	<p>Unfortunately, both staff members are leaving, it was RESOLVED that the Acting Parish Manager will complete the statutory duties and deadlines she needs to before she leaves her employment. The Acting Parish Manager and the new Parish Manager will work together to complete these.</p> <p>There is now only one staff member on 30 hours for the week at this moment in time. It was NOTED future consideration needs to be made for an admin assistant.</p> <p>The Parish Manager needs to determine the duties/tasks and therefore what the job entails and how many bodies are needed to complete the work and projects in a timely manner.</p> <p>It was commented on that there was an outsourced company bought in in August 2023 to review staffing hours / duties. The Parish Manager asked for the report on this. The councillors were not aware of receiving any report back regarding this. This was a recommendation.</p>	
	<p>Whitwick Park Hall:</p> <p>It was NOTED that we need WIFI in WPH, so the office staff can use the small office at the entrance of WPH as well as the community office. We need to review the contract of one of our regular hirers and consider how this would work.</p>	
	<p>RESOLVED: Take the office location/comments regarding fit for purpose to PMGP meeting. Also add it as an agenda item as a RECOMMENDATION to discuss office location.</p>	
	<p>RESOLVED: office work to be completed – false roof to be taken down, remedial works completed and redecoration of office.</p>	
	<p>Meeting schedule:</p> <p>AGREED: Bi-monthly meetings whilst the office is empty. A meeting in April and then bi-monthly going forward.</p> <p>It will be RECOMMENDED to full council for the Parish Manager to work from home whilst the office is temporarily closed.</p>	
	<p>IT Equipment:</p> <p>Two new PCs/laptops needed, with decent hardware and good specification. It was AGREED to get a cost for these. It was RECOMMENDED to go to see the Coalville Computer Nerd.</p> <p>It was RECOMMENDED to arrange a demo from Scribe for the parish council accounting package. This is the recommended number one accounting package for parish councils.</p> <p>The Parish Manager will research into better printers and feedback at the next meeting.</p>	

	Admin rights to computers/email accounts are all controlled by external parties. Is this a legal requirement? Parish Manager to research.	
	Finance: No finance update from Parish Manager. Year end booked in for 30 th April 2024 (rialtas) Audit will be booked in after year end with LRALC.	
	Parish Warden duties & KPI's: It was NOTED to discuss duties of the Parish Warden. It was RECOMMENDED to look at KPI and audit and merge it with what the warden is doing and review one of his recent reports.	
	Review of job descriptions & contracts: It was RECOMMENDED that terms across the board should be the same. Continuity is required across contracts. The members need to agree a 'standardised' contract. It was NOTED that our employment law policy needs to be looked at / updated. It is RECOMMENDED to contact a specialist advisory service on this. It was NOTED we have no HR support, only through LRALC. We can contact NWDLC for HR support. This item is to be RECOMMENDED to council.	
	Toil: It was NOTED that all hours owed in TOIL and Holiday Pay have been cleared for existing employees that have resigned. It was AGREED to update the timesheets with a running toil calculation to avoid building them up. Not to go over 30 hours TOIL.	
	Timesheets and payments: It was AGREED that at least two members of the staffing committee should see timesheet/rota for the office on a monthly report and sign it.	
	Clerk delegated authority: It was AGREED standing orders for delegated powers have been updated but need to go to full council to be agreed. Finance regulations also need to go to full council to ensure it is all up to date.	
	Staff Training: Clerks 1 & 2 completed by Parish Manager. It was AGREED to add appendices/supporting documents into future agendas to reduce timings of decisions and be more informed prior to meetings.	
	The meeting terminated at 13:10pm	

FULL SIGNATURE OF CHAIRMAN:DATE: