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

MINUTES of the STAFFING COMMITTEE OF WHITWICK PARISH COUNCIL held on Thursday 18th April 2024 at 11:00am in Bowls Club Pavilion, 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
Sharon Kaye, Parish Manager

No members of the public

3534	APOLOGIES FOR ABSENCE	
	None.	
3535	DECLARATIONS OF INTEREST	
	None that relate to the agenda.	
3536	PUBLIC QUESTIONS AND ANSWER SESSION	
	None present.	
3537	MINUTES	
	RESOLVED: defer minutes of 11 th March 2024 to the next meeting.	
3538	HR	
	Initially speak to LRALC for any new employment law changes from April 2024. ACAS can also advise on any changes.	
	Holiday Pay: The Parish Manager commented that all employees' holidays should increase by 1 day and pro rata for part time staff. All contracts need checking and reviewing to reflect this.	
	The Parish Manager commented on the increase in minimum wage, the banding has been changed to 21 and over, instead of 23 and over.	

	Our wage structure is in line with NALC (National Association Local Councils)	
3539	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.	
	No public present	
3540	CHAIRS REPORT	
	<p>Cllr Roach/Cllr Moulton have been to look at alternatives to office accommodation instead of the community office.</p> <p>32ft long/10ft wide container/site office has been viewed. A toilet facility would need to be added to it.</p> <p>Cllr Moulton commented he would research into any planning applications needed to erect an office.</p> <p>RESOLVED: This will now pass to PMGP and full council.</p> <p>Amendment recorded 13/9/24 – Cllr Barker also went to look at alternative offices.</p>	
3541	STAFF MATTERS	
	<p>Recruitment Process for Deputy Parish Clerk & Admin Assistant:</p> <p>LRALC are happy to support with recruitment.</p> <p>RESOLVED: get a quote from LRALC to recruit both positions but members are to RECOMMEND to full council at the next meeting (18th April 7pm – agenda item 24) to recruit for Admin Assistant internally to reduce waiting time on getting someone started in the post.</p> <p>Advertise on community notice boards and on council website/indeed.</p> <p>District council have Coalville HUB News to also advertise on.</p>	
	<p>Locum Services: rough hourly rate is £25-£40 per hour.</p> <p>LRALC have also provided details of another candidate that would be suitable that could be released from her Clerk contract to assist.</p> <p>RECOMMENDED: This decision will be taken to full council 18th April 2024 as a discussion point.</p> <p>Parish Manager will contact SLCC and see if they have any clerks available within the next four weeks and at what cost?</p>	
	<p>Toil:</p> <p>To receive and agree managers TOIL.</p> <p>57 accumulated hours for six weeks.</p>	

	<p>To keep informing the staffing committee of TOIL hours to be signed off.</p> <p>RESOLVED: present staffing with TOIL hours accumulating. Protocol for TOIL is – include them on Clerks report and ensure chair / vice chair has signed them off.</p>	
	<p>Holidays:</p> <p>RESOLVED: Holiday requests for Parish Manager to be sent to Chair of Staffing Committee. The chair of the council will then hand over the council mobile phone to the Chair of the Council.</p>	
	<p>Contracts:</p> <p>Members – did we vote in the previous meeting on the job title being Parish Manager / Parish Clerk? To check and confirm.</p> <p>RECOMMENDED: Take to the full council the comment made by Parish Manager regarding wage increase after six months service that is detailed in the job description but NOT on the contract.</p> <p>ILKA qualification: the contract stated it should be completed within a year (March 2025), but the training and qualification takes a year. LRALC's advice is two years.</p> <p>RECOMMENDED: March 2026 should be the date. Full council will vote on this at the next meeting (18th April 2024)</p> <p>RECOMMENDED: Parish Managers contract needs to be accurate. Parish Manager will go through and highlight any areas that need to be clarified/need changing and then once amendments have been done it will be signed by Parish Manager and Chair of Staffing.</p>	
	<p>Pension:</p> <p>Current Pension provision - minimum statutory payment is currently provided.</p> <p>RECOMMEND: LGPS scheme to be adopted once probationary period has been passed.</p> <p>NOTED: The whole pension scheme needs looking at.</p>	
	<p>Handover Update:</p> <p>As much handover was done as possible from the Acting Parish Manager before she left her post.</p> <p>The accounts were completed before she left.</p> <p>The first part of the audit commences tomorrow 19th April 2024.</p>	
	<p>Training:</p> <p>We need to produce a training programme/induction package for future employees that we recruit.</p> <p>February Clerks 1 - completed</p> <p>March Clerks 2 - completed</p> <p>April Clerks 3 commenced – 280 pages of training for the Parish Manager.</p> <p>RECOMMEND: to bring to council to complete Agendas and Minutes training and to attend National Clerks Conference in October 2024.</p>	
	<p>Community Office:</p> <p>Office closed on 9th April 2024 for remedial works.</p>	

	RESOLVED: To contact Charnwood Self Storage to arrange some storage space for the items in the office we do not need for day-to-day activities.	
	IT Equipment: Scribe account software – RESOLVED AND AGREED by council on 21 st March 2024 to go ahead with new finance software. Once the audit is complete this will commence. RECOMMEND: to agree to purchase a laptop for a locum/admin assistant.	
	Finance: NOTED: Internal audit booked for Friday 19 th April 2024.	
	Parish Warden: Cllr Barker and Parish Manager met with Parish Warden. RESOLVED: his duties and KPI's have been clarified, Parish Warden is happy to take on KPI reporting and his hours may increase slightly with an extra 1-2 hours per week.	
	LRALC Recruitment and Appraisal Pack: RECOMMEND: adopt these packs to use for recruitment and appraisals. Hold off a Parish Council Employment Policy and follow LRALC and NALC guides.	
	Parish Manager Report: Nothing else to report.	
	The meeting terminated at 12:40pm	

FULL SIGNATURE OF CHAIRMAN:DATE: