



Whitwick Community Office, 3a Market Place, Whitwick, Coalville, LE67 5DT
 Phone: 01530 459527 Email: clerk@whitwickpc.org Website: www.whitwickpc.org.uk

"All Minutes are deemed as draft until formally approved and signed"

MINUTES OF MEETING – STAFFING COMMITTEE

held at Whitwick Bowling Pavilion, Whitwick Park, North Street, Whitwick, LE67 5HB on

Friday 5th September 2024 at 11.00am

Start time of meeting: 11.16am

Name of Committee Members/Councillors Present: Cllr P Moulton (Chairman), Cllr A Barker, Cllr A Roach

Name of Officer's Present and Job Title: Sharon Kaye, Parish Clerk

Number of Public Present: None

3646 APOLOGIES

No apologies received.

3647 DECLARATIONS OF INTEREST

Cllr P Moulton declared he was on the interview panel for the Parish Clerk interview.

Cllr A Barker nothing to declare.

Cllr A Roach nothing to declare.

3648 PUBLIC PARTICIPATION SESSION

No members of public present.

3649 MINUTES

Minutes from 11th March 2024 and 18th April 2024 meetings to be produced.

The Clerk and Committee Members AGREED to hold an additional staffing meeting on 13th September at 10am to approve all of the 2024 staffing committee minutes.

3650 CHAIR'S REPORT

No report received. The Chairman and Parish Clerk agreed this item to be removed from future agendas.

3651 EXCLUSION OF PUBLIC AND PRESS

Members APPROVED unanimously that the next agenda items be held in a private session.

3652 PARISH CLERK EMPLOYMENT AND CONTRACT

- a) Members thanked the clerk for the hard work and dedication over the last 6 months, it was noted the council was in an improved position to six months ago.
Members APPROVED unanimously that the Parish Clerk's probation period was satisfactory and the position to be moved to a permanent contract as of 1st August 2024. This recommendation to be added to the next Full Council agenda to be ratified.
- b) Members APPROVED unanimously to recommend to Full Council to approve the salary increase from SCP 33 to SCP 34 as of 1/8/2024.

Members APPROVED unanimously to recommend to Full Council to follow NALC's Model Contract with regards to scheduled Scale Point salary increases to be 1st of April each year.

Members AGREED that the votes were recorded and that they were all unanimous.

- c) Members APPROVED unanimously to adopt the NALC Model Contract as previously agreed by Council, for the Parish Clerk and for the Parish Clerk NALC Model Contract provided to be forwarded to Full Council for ratification.

3653 PENSION

Members NOTED the Parish Clerk's verbal report regarding pension contribution rates.
Members REQUESTED that a meeting be held to discuss the pension provision for employees, with figures provided, to be held before Full Council precept and budget discussions.

3654 DEPUTY CLERK AND ADMINISTRATION ASSISTANT RECRUITMENT

Members NOTED the Deputy Clerk had been recruited and started in position on Tuesday 3rd September 2024.

Members NOTED the Administration Assistant had been recruited and the scheduled start date was Tuesday 10th September 2024.

Members NOTED a desktop pc had been ordered for the Administration Assistant.

Members NOTED the initial training plan for both candidates.

Members RESOLVED that the NALC Model Contracts provided for the Deputy Clerk and Administration Assistant could be issued.

3655 CARETAKERS

Members AGREED the Chair of Staffing and Parish Clerk to organise a meeting with the relevant member of staff to discuss capability issues raised.

Members REQUESTED this item be added to the Full Council agenda for the next meeting, in a closed session.

3656 TRAINING

Members NOTED Parish Clerk to organised a training schedule for the new Deputy Clerk and Administration Assistant roles.

Members NOTED the Parish Clerk's initial training was specified in her contract.

Members REQUESTED that LRALC be used as the main training provider for external training.

Members NOTED the Parish Clerk would inform the Chair of Staffing and committee of any external training that would be required for Parish Council employees.

3657 COMMUNITY OFFICE

- a) Members NOTED the Parish Clerk's report that the final works by external contractors will be completed by the end of the following week.

Members NOTED the Parish Clerk's proposal to change the Community Office opening hours when it reopens

Members RESOLVED unanimously to recommend to Full Council that the Community Office hours be changed from Wednesday 1pm-4pm, Thursday and Friday 10am-1pm, to Tuesday to Thursday 10am to 1pm.

- b) Members NOTED the Parish Clerk’s report and presentation of a quote for a potential larger Community Office building for the relocation project.
The Parish Clerk explained that it was difficult to take this project forward without a proposed budget figure.
Members REQUESTED this item was added to the agenda for the next Full Council meeting, for a potential budget figure to be discussed.

3658 PARISH CLERK’S REPORT

The Parish Clerk thanked the committee for their help and support during the recruitment process for the Deputy Clerk and Administration Assistant positions.

The Clerk reported the temporary Admin Assistant had made a promising start with the Parish Council and that the Clerk would do her best to support her during the transition to the Deputy Clerk position.

3659 DATE OF NEXT MEETING

Friday 13th September at 10am.

The chair closed the meeting at 1.27pm

Signature of Chair: Date: