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2 February 2022

To: The Chairmen and Members of the Staffing Committee

(Cllrs Collins, T Gillard, L Spence – Reserve any councillor if requested)
(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 February 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

2808. APOLOGIES FOR ABSENCE

2809. 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 'disclosable non-pecuniary 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).

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

2810. PUBLIC QUESTION AND ANSWER SESSION

2811. MINUTES

Members to approve the minutes of the last Staff Committee meeting held on 25 August 2021 (previously circulated).

Members' instructions are requested.

2812. 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.

2813. 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.

2814. STAFF MATTERS

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

- a) management of the anticipated temporary maternity vacancy, with consideration of temporary additional hours to an existing member of staff;

Members' instructions are required.

- b) any questions from members on the fulfilment of the Committee's responsibilities to the Parish Manager, in accordance with the terms of reference;
- c) any questions on day-to-day staff matters that the Parish Manager is dealing with.

Members' questions are invited.

Date of next meeting: Thursday 23 June 2022 at 7 pm.

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

MINUTES of the STAFFING COMMITTEE held on WEDNESDAY 25 AUGUST 2021 at 5.15 pm in Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor T Gillard (Chairman)

Cllrs L Collins, L Spence

In Attendance:

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

3 members of the public

[Parish Manager's Note: incorrect item numbers were shown on the agenda 2514 – 2522 and items have therefore been correctly renumbered now.]

2582. ELECTION OF CHAIRMAN

Resolved: That Cllr T Gillard be elected as Chairman of the Committee for this civic year.

2583. APOLOGIES FOR ABSENCE

None.

2584. DECLARATIONS OF INTEREST

None.

2585. PUBLIC QUESTIONS AND ANSWER SESSION

A member of the public expressed their reservations about the decision in January 2021 to make an apprentice appointment as the report (Item 2588) indicated that there were different staffing needs to be met by the Council. A question was asked about the funding set aside, a reminder of the clear recommendations in the independent report commissioned in 2020, the repeated reports on increasing responsibilities that the parish council now held as a substantial landowner and suggestions made on how to avert the increasing risk of failing to function. A reminder was also given about a committee responsibility to the Parish Manager and a recommendation in the report that was yet to be fully considered. The additional workload caused by the pandemic and the new H&S responsibilities and reviews had added hugely to the problems. The Chairman responded to the questions raised and felt the Committee would be able to find a way forward.

2586. MINUTES

Resolved that the minutes of the meeting held on 8 October 2020 be approved as a correct record.

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

2587. TERMS OF REFERENCE

Resolved that the terms of reference be accepted without any amendments, being signed straightaway by three members.

2588. PARISH MANAGER'S REPORT

The report was noted and discussed by members. A question was put to a member of the public for advice, which was given. The Parish Manager additionally reported that work as RFO was not being fully completed, with an estimated shortfall of one day per week. Succession planning was discussed and accepted as an earlier priority than previously anticipated, with an identified need for external recruitment. The Parish Manager could seek recruitment procedural advice from LRALC if the council wished.

2589. REVIEW OF COUNCIL DECISION

Resolved that, as suggested by the parish council, appointment of a new apprentice role be deferred as the current capacity for an intense training opportunity was not viable; the funding allocation to be used for a new staffing post. An apprenticeship could be researched at a future time when time could be dedicated to the supervision and training.

2590. STAFF APPOINTMENT REVIEW

Members discussed their views and the Parish Manager highlighted the identified operational risk that the council faced by not having a Deputy Parish Manager. Two different proposals were made, with reservations by one member on the line management structure for staff in a small council. **Resolved that a recommendation be put to the parish council for a vacancy to be advertised for a 'Senior Administrative Assistant' to work for 3 days per week (22.5 hours) on a permanent contract at scale point 18.** The Parish Manager asked about management of the council functions in the event of any illness and the remaining need for a locum clerk but it was suggested that 'acting pay' could be offered to the new staff member.

Full signature of Chairman: Date:

The meeting terminated at 5.57 pm.

No dates were set for further meetings.