

**MINUTES OF THE STAFFING COMMITTEE MEETING
HELD WEDNESDAY 29th SEPTEMBER 2020
4PM
VIRTUAL MEETING VIA ZOOM VIDEO & TELEPHONE CONFERENCING**

This meeting was held using video and web conferencing software as permitted under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020.

Present via video link: Cllrs Mr S Attenborough, Mr R Flemming, Mr M Hall, Mr K Lynch, Mrs M Sherwin, Mrs P Spence & Mr H Wilkins.

In attendance via audio link: H Thomasson (Principal Officer)
J Perry (Responsible Financial Officer (RFO)/Deputy Principal Officer (DPO)
No members of the public

These minutes are subject to approval at the next meeting of this committee

The business of the meeting was delayed until 4.15pm to allow Councillors experiencing technical issues to join the meeting.

1. ELECTION OF CHAIRMAN

Cllr Mrs Sherwin was proposed by Cllr Mr Hall, seconded by Cllr Mr Lynch. With no further nominations, and all in agreement, it was

RESOLVED – Cllr Mrs Sherwin be elected Chairman of the Staffing Committee.

2. ELECTION OF VICE-CHAIRMAN

Cllr Mr Lynch was proposed by Cllr Mr Flemming, seconded by Cllr Mr Attenborough. With no further nominations and all in agreement, it was

RESOLVED – Cllr Mr K Lynch be elected Vice Chairman of the Staffing Committee.

3. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Mrs A Hall and Cllr Mr B Walker. Proposed by Cllr Mr Flemming, seconded by Cllr Mr Wilkins, it was

RESOLVED – the apologies be accepted.

4. MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest received from Members at this time.

5. MINUTES OF THE MEETING HELD

Minutes of the meeting held 16th October 2019 having been circulated to all Members were considered. Proposed by Cllr Mr Lynch, seconded by Cllr Mr Wilkins it was

RESOLVED – the minutes of the meeting held 16th October 2019 be approved and signed by the Chairman.

6. PUBLIC QUESTIONS & COMMENTS

There were no members of the public present at the meeting.

The Chairman then moved the resolution to exclude the public and press from the remainder of the meeting as the items to be discussed were of a confidential nature pursuant to the Public Bodies (Admissions to Meetings) Act 1960.

7. EMPLOYEE'S ANNUAL INCREMENTAL PAY AWARDS

The Principal Officer explained the National Association of Local Councils had provided details of the National Joint Council for Local Government Services (NJC) Pay Scales for 2020-2021, to be implemented from 1st April 2020 for all staff. This information had been circulated in advance of the meeting and was noted.

The Principal Officer presented information indicating the current pay scale point for each member of staff. It was noted that five members of staff had reached the top of their pay scale range.

The Responsible Financial Officer/Deputy Principal Officer left the meeting at this point.

The Principal Officer asked Members to consider a change to the proportional split of contractual hours for the joint Responsible Financial Officer (RFO)/Deputy Principal Officer (DPO) position, to reflect the additional financial information and reporting requirements having an impact on the amount of RFO hours being worked.

After some discussion, proposed by Cllr Mr Lynch, seconded by Cllr Mr Flemming, and agreed by show of hands, it was

RESOLVED - Four members of staff, not having reached the top of their pay scales, to be awarded a single increment point within their agreed pay scale effective 1st April 2020

Contractual Hours for the RFO/DPO position to be amended to RFO 18hrs and DPO 19hrs (previously RFO 15hrs and DPO 22hrs) effective 1st April 2020

The Responsible Financial Officer/Deputy Principal Officer re-joined the meeting at this point.

The Principal Officer asked Members to consider recognising the considerable additional workload and responsibilities outside of her contractual duties she had undertaken over the past 18 months.

The Principal Officer left the meeting at this point.

After some discussion, proposed by Cllr Flemming, seconded by Cllr Mr Lynch, and agreed by show of hands, it was

RESOLVED - The Principal Officer be awarded two incremental points within the agreed pay scale effective 1st April 2020.

8. WORKLOAD AND CURRENT STAFFING LEVELS

The Principal Officer reported that the ongoing workload for some officers was foreseen to be substantial, resulting in a continuation of additional hours being worked to ensure all essential business of the council is carried out.

The Principal Officer also advised that a member of staff had indicated that they may wish to tender their resignation in the coming weeks.

A staffing cost analysis report had been prepared and was presented by the RFO for consideration.

Following discussion, proposed by Cllr Mr Lynch, seconded by Cllr Mr Wilkins, and agreed by show of hands, it was

RESOLVED – A staff recruitment plan was to be considered for a position, or positions, covering 37hours with a full proposal to be presented to the Staffing Committee for consideration in due course.

There being no further business the meeting closed at 5.35pm