

WELLESBOURNE & WALTON PARISH COUNCIL

Minutes for a meeting of the Office & Staffing Committee of the Council on Tuesday 19th October 2021 at 7.15 pm at the Methodist Hall, Bridge Street, Wellesbourne

Present: Chairman: Cllr Mrs Prior (appointed during meeting) Councillors: Barton, Blake, Shepherd Clerk: Mrs Scriven

Members of public: 0

1. Welcome and announcements - The committee had not been held for two years but had previously been chaired by the Council Chairman as it involved dealing with staffing matters.

2. Election of Chairman – Cllr AS nominated Cllr Mrs Prior as Chairman, no other nominees received, 2nd Cllr AB, carried

3. Election of Vice Chairman - postponed until next meeting of the committee

4. Apologies received – Cllr Mrs Bolton

5. Declarations of Interest

Cllr Mrs Prior declared a pecuniary interest in matters pertaining to item 11.2 budget setting (Chairman's Allowance) as the recipient
Cllr Barton declared a non pecuniary interest in matters pertaining to item 11.2 budget setting (Wellesbourne & Walton News) as a future Editor

Cllr Blake declared a non pecuniary interest in matters pertaining to item 11.2 budget setting (Village Hall) as the Treasurer for the hall.

6. Confirmation of the order of the Agenda – add new item to 10.1 Overtime Policy - agreed

7. Identification of any items that might be resolved for confidential session - item 11.2 salaries as personal payroll and item 12 future council offices as sensitive information - agreed

8. Open Session for members of the public to raise any matters of relevance to the Parish - none

9. Terms of Reference (TORs) – Cllrs reviewed the document

9.1 Recommendation to adopt the TORs (to be reviewed again in May 2022 looking into item 3.1)– Prop Cllr AP, 2nd Cllr AS, carried.

10. Review of Policies

10.1 Equal Opportunities policy – add any further relevant legislation to item 6 for approval at Full Council in November
Appraisal Scheme policy – as adopted with no changes
Lone worker policy – add home working policy written by Clerk in lockdown for approval at Office & Staffing in January
Data Protection policy – Cloud system now used, add relevant wording re new system for approval at Office & staffing in January

Fire Risk/Evacuation policy – amend wording item 3 to say “mitigating” not *eliminating* for approval at Full Council in November

Management of overtime policy – documents relating to staff (equal ops, lone worker, appraisal, overtime policies) to be given to staff in a wallet each year as a reminder, and written acknowledgement to be obtained that the documents have been received and understood from all members of staff for approval at Office & Staffing in January

Acceptance of each policy with associated actions prop Cllr AS, 2nd Cllr AB, carried

11. Budgets

11.1 Budget 2021/22 review – from the management reports previously circulated Cllrs were content that budgets were on target.

11.2 Budget 2022/23 for consideration and discussion (including new budget headings - remuneration for website hosting, budget related to pandemic measures) – Cllrs considered all budget headings agreed as non-confidential. Cllr AP left the room during discussions about the Chairman's allowance and returned after the decision passed to set the budgetary amount for this item.

12. Future site of Parish Council offices – moved to confidential

13. Staffing matters

13.1 Staff return to work at offices update – the Clerk reported a slow but steady stream of visitors to the office, all had been happy to wear masks and use hand sanitisers. The door screen worked well and nobody had found it intrusive or offensive when approaching the staff. Shared facilities were adequate and staff were generally happy to be back working from the office.

13.2 Appraisal schedule – Cllr AP said due to the pandemic the appraisals were now out of sync and she considered the targets set at the last appraisals to be no longer relevant. Cllrs agreed the appraisals should start anew, setting out the schedule as follows:
RFO 5/11 – to be carried out by the Clerk and Chairman

Clerk 8/11 – to be carried out by the Chairman and one other Cllr

Admin Asst 10/11 – to be carried out by the Clerk and Chairman

14. Covid safety measures at office

14.1 PC offices - going forward into 2022/23 – the Clerk suggested that the office continue with the cleaning and social distancing measures reviewing again in April 2022. Cllrs agreed this was a sensible regime to keep the staff safe and the office as sterile as possible.

14.2 Use of office facilities by outside organisations (CAB, Chedham’s Yard) for consideration – it was agreed to consider possible arrangements when contacted for access by the relevant organisations.

15. SDC CAT (Customer Access Terminal) update – SDC had confirmed the parking concessions were no longer to be offered and that usage at WWPC had been 98% for this purpose. SDC agreed to remove the equipment on the understanding that should the concessions be offered in the future, the option to host the CAT again would be offered.

16. Cllr and Clerk exchange of information

Clerk – the internal audit had been moved from 5th November to 19th November due to unforeseen circumstances and the Clerk’s day off would be changed in order to accommodate this and to cover the Admin Asst leave.

Cllr Barton – none

Cllr Blake – none

Cllr Mrs Prior - none

17. Date of next meeting – to be agreed

Under Section 100A of the Local Government Act 1972, In view of the confidential nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be a disclosure to them of exempt information under paras 1 and 11 and Part 1 Schedule 12A of the said Act, that the public will be excluded.

Confidential

Item 11.2 Budget for 2022/2023

The Clerk provided payroll projections based on the existing pay scales provided by NALC for 2021 noting there would be a small change when the new scales were released. Cllrs agreed a total figure for payroll.

12. Future site of Parish Council offices – Working party feedback – the working party had discussed the lack of suitable and fully accessible property in the village for hire and possible venues noting any arising issues of displacement of other organisations. Consideration was given to the existing properties, outlining the pros & cons of each. Next steps – working group to formulate a plan of action for the next 6 months to include a list of the options and actions to be followed for discussion at the next Office & Staffing committee meeting in January.

There being no further business to discuss the meeting closed at 9.10pm

Chairman....Cllr Mrs Prior.....

Signed.....

Date.....

(Completed 20th October 2021)