



**Minutes of the Staffing Committee of Farnsfield Parish Council held at 5pm on
Tuesday 3 August 2021**

The meeting was held in the Village Centre

Present: Cllrs. Puddephatt (Chairman), Strawson, Westbury

- S21.01 To receive any apologies for absence.
There were none
- S21.02 To receive any declarations of interest.
There were none
- S21.03 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.
There were no members of the public present but in case of any late comers to the meeting councillors resolved to exclude the public and press from item S21.05.
- S21.05 To discuss staffing matters.
Staffing matters were discussed and it was resolved to seek further advice.

The clerk's one year appraisal was planned, and it was agreed to hold this at 2.00pm on Tuesday 10 August 2021 in the Village Centre.
- S21.06 Items for future agenda
None



Minutes of a Staffing Committee meeting held at 10.00am on Wednesday 6th October 2021, in the Village Centre

Present: Cllrs Strawson, Westbury and Puddephatt (Chair)

S21.07 To receive any declarations of intention to record the meeting other than by council.

There were none.

S21.08 To receive any apologies for absence.

There were none.

S21.09 To receive any declarations of interest.

There were none.

S21.10 To accept the 19.1.21 and 3.8.21 Staffing Committee meetings minutes as accurate.

The minutes of these meetings were accepted as accurate.

S21.11 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodes (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.

Councillors resolved to exclude the public and press from item S21.013.

S21.12 To review the parish council staff's sick pay.

After considerable discussion the Staffing Committee decided to propose the following as a starting point for full council to consider. This is in addition to any Statutory Sick Pay (SSP) entitlement:

Providing that you comply with the Council's sickness absence policy, you will receive company sick pay when you are absent from work because of sickness, as follows:

First year of employment: no sick pay.

After one year: 1 month full pay + 1 month's half pay.

To review the company sick pay annually.

S21.13 Discussion of other staffing matters

Other staffing matters were discussed and it was agreed that Cllr Puddephatt would speak to the Clerk.

S21.14 Items for future agenda

The Clerk would like to update the Staffing Committee of some updates to the Booking Clerk's duties



**Minutes of the Staffing Committee's Meeting held on
Tuesday 8th February 2022 at 6:15pm ¹**

The meeting was held in the Lower Hall of the Village Centre

Present: Cllrs Puddephatt (Chairman), Strawson, Westbury
Also Present: V Arkell (Clerk & RFO)

S21.014 To receive any apologies for absence
None – Full Attendance

S21.015 To receive any declarations of interest
None

S21.016 To accept the 6th October 2021 Staffing Committee minutes as accurate
The Committee accepted the 6th of October 2021 Staffing Committee minutes as accurate

S21.017 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1(2) and resolve to exclude public and press for these items
There was no members of the public present and the Committee determined that there were no items that required exclusion

S21.018 Review of work of Caretaker and Booking Clerk/Cleaner
The Committee discussed the work of Caretaker and Booking Clerk/Cleaner and shared their appreciation for their hard work. The Clerk informed the Committee that their communication is very good, that they are very good at self-management and completing their workload. The Clerk to inform the caretaker of additional duties for the pavilion due to the installation of a water meter and defibrillator

S21.019 Update on actions to be undertaken by Clerk following her 12-month appraisal meeting on 10.8.21
The Committee discussed the actions. Most had been actioned with a few that are ongoing and will be completed by the end of the financial year

S21.020 To discuss staff holiday allowance remaining, carrying over holiday and any holiday scheduled for 22/23
The Committee discussed that the Staff holiday allowance should be in line with the NALC/NJC agreement and will look to implement this with the new pay scale and contract reviews for 22/23. The Committee discussed the remaining holiday for staff members from 21/22. The Committee resolved to allow staff to carry over one week of holiday for this year as the uncertainty of Covid has stopped the staff taking trips and has also increased tasks within the job roles

The Committee discussed the Clerks holiday requests for 22/23. The Clerk is to make the Council aware at the Annual meeting as this will affect one of the meetings in the

¹ The meeting was scheduled for 6:00pm however did not start until 6:15 as it was not quorate until this time



22/23 year. The Council can make a decision on the best course of action for this meeting

S21.021 To discuss the outstanding NJC pay agreement

Unfortunately, the NJC agreement for 21/22 has not been agreed. The Committee discussed the need to backdate this to April 2021 once it comes out. The Clerk will make sure the estimated increase is placed in a reserve if the agreement is not published by 31st March 2022. The Committee also discussed that the staff contracts should match that outlined in the NALC model contract which would award the staff the pay increase as determined by NALC/NJC each year as this would make staff feel more secure within their jobs. The Committee will look to implement this with the new pay scale and contract reviews for 22/23

S21.022 To discuss other staffing matters

There were no further staffing matters to discuss

S21.023 Items for a future Agenda

Contract review for 22/23