

Cottingham Parish Council



PERSONNEL COMMITTEE MEETING
HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,
MARKET GREEN, COTTINGHAM
AT 6.30PM ON THURSDAY 21st FEBRUARY 2019

MINUTES

Present: Councillors: Hardwick, Sloan, Kind, Harness
 Deputy Clerk: Pape

181. DECLARATIONS OF INTEREST

There were no declarations made

PART 2: Private Session

182. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Resolved: That the public be excluded from the meeting for the following item(s) of business pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, as the matters were staff personnel issues.

183. **Update on staff pay rates for 2019/2020 and change to full working hours with an Annual salary instead of annual rate of pay. (178)**

Cllr Harness informed the Committee that a new copy of the staff contract would be issued to the Clerk. The new contract will take effect from 1st April 2019 and will incorporate full working hours with an annual salary.

Cllr Harness also informed the Committee that the new contract will specify that the Clerk will work at both events organised by the Parish Council (Cottingham Day and Cottingham Christmas Festival). This will be compensated with time given back of 4/5 days when the office closes for the Christmas break.

The Committee enquired when future excess hours would be taken, and Cllr Harness informed the Committee that these should be taken within 2 weeks of being worked and not used to build up the hours to take days off. Cllr Harness informed the Committee that a Friday afternoon could be utilised for taking these hours as the office closes at 12pm. Cllr Harness also advised the Committee that the Clerk and Deputy Clerk would never take off the same time unless this was a Friday afternoon when the office was closed.

Resolved: To accept the inflation increase for staff salaries for the 2019/2020 financial year and to discuss future staff rates in annual figures

Resolved: New contract for the Clerk to take effect from 1st April 2019

Resolved: The Clerk to work on both events days and be compensated with time given back when the office closes for the Christmas break

Resolved: Future excess hours to be taken within 2 weeks and not at the same time as the Deputy Clerk unless on a Friday afternoon when the office was closed

184. Update on Deputy Clerk working hours to full working hours with effect from 1st April 2019 and up to 60 accrued hours to be paid by the end of March. (179)

Cllr Harness informed the Committee that a new copy of the staff contract would be issued to the Deputy Clerk. The new contract will take effect from 1st April 2019 and will incorporate full working hours with an annual salary

Cllr Harness also informed the Committee that the new contract will specify that the Deputy Clerk will work at both events organised by the Parish Council (Cottingham Day and Cottingham Christmas Festival). This will be compensated with time given back of 4/5 days when the office closes for the Christmas break

Cllr Harness informed the Committee that the Deputy Clerk had 54 hours of TOIL outstanding and this will have increased to 60 hours by 25/2/19 due to attending evening meetings. Cllr Harness informed the Committee that 60 accrued hours should be paid as a lump sum by the end of March

The Committee enquired when future excess hours would be taken, and Cllr Harness informed the Committee that these should be taken within 2 weeks of being worked and not used to build up hours to take days off. Cllr Harness informed the Committee that a Friday afternoon could be utilised for taking these excess hours as the office closes at 12pm. Cllr Harness also advised the Committee that the Clerk and Deputy Clerk would never take off the same time at the same time unless this was on a Friday afternoon when the office was closed

Resolved: To accept the inflation increase for staff salaries for the 2019/2020 financial year and to discuss future staff rates in annual figures

Resolved: New contract for the Deputy Clerk to take effect from 1st April 2019

Resolved: The Deputy Clerk to work on both events days and be compensated with time given back when the office closes for the Christmas break

Resolved: The Deputy Clerk to be paid 60 accrued hours by the end of March

Resolved: Future excess hours to be taken within 2 weeks and not at the same time as the Clerk unless on a Friday afternoon when the office was closed

185. **To propose the implementation of a work study based on the attached spreadsheet. (180)**

Cllr Harness gave copies of the work study spreadsheet to the Committee. It was agreed that this would be reviewed after 4 weeks to establish if the spreadsheet would need amending to capture all information required

Resolved: Cllr Harness to discuss the work study spreadsheet with the Clerk and Deputy Clerk on Monday 25th February 2019

Resolved: The work study spreadsheets to be analysed w/c 2/4/19 and any amendments made

186. Members' points of information and agenda items for the next meeting (Discussion items only)

Cllr Kind informed the Committee that a back up plan should be installed in the event of unforeseen circumstances, which meant the Clerk and Deputy Clerk were both unable to work at the same time. Cllr Kind suggested that a bank staff of 3/4 members be implemented to cover staffing within the office at short notice

Cllr Harness brought Section 18 of the Clerk/Deputy Clerk job description to the attention of the Committee and expressed that all staffing matters should be resolved by the Personnel Committee

Resolved: Deputy Clerk Pape to contact local Parish/Town Councils to implement a role of bank staff (bank staff wages to be discussed at a later date)

There was no other business and the meeting closed at 6.52pm

Signed:
(Chairman of the Parish Council)