

Wickersley Parish Council

Minutes of the Human Resources Committee 17.30 15th August 2023, held in the media room of the Community Centre.

- Members: Cllrs M Woodhead (Chair), P Beighton, M Godfrey , B McNeely, K Phillips and P Whitworth
- In attendance: Cllrs M Woodhead (Chair), P Beighton, B McNeely K Phillips and P Whitworth
- In attendance: C Lavell (Parish Clerk)

295 To receive apologies for absence.

Apologies received from Cllr Godfrey (care responsibilities)

296 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2).

RESOLVED to exclude press and public from the meeting due to confidential discussion relating to staffing.

297 To consider the proposed revised staffing structure and operational items report.

Proposed Staffing Changes

The report has been circulated to all councillors which looked at a revised staffing structure for the clerking team to reflect revised current needs and consider continuity and succession planning.

Following an active discussion, it was agreed that instead of pursuing a Deputy Parish Clerk position, further work would be undertaken looking at the role of a dedicated Responsible Finance Officer position. It was considered a clearer differentiation of roles is preferable and additional duties including clerking responsibilities for WCCA and planning committee, newsletter etc. be added to this job description.

RESOLVED that a paper is prepared by the Chair and Vice Chair, with support from the Parish Clerk covering the above for September HR meeting, with it going to full council in October subject to approval by HR committee.

RESOLVED that the current temporary cover arrangement for staffing is continued to end of October to fit with the above timetable. Parish Clerk to prepare brief report to this effect for the September full parish council meeting.

From the discussion it was suggested that the below are considered to help address the pressure on staffing hours and/or improve communications with councillors/members of the public

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- The parish clerk takes on the clerking of woodlands committee to alleviate pressure on the assistant clerk-support.
- Staffing resources for parish events are detailed separately and are the subject of a project bid e.g., Christmas Lights and the Gala. This would then be the subject of an overtime payment as opposed to being from core hours. The events budget is used solely for revenue items e.g., Christmas tree.
- A weekly email provided to councilors detailing the working hours of “office-based staff” for the coming week.
- Notice on the office door with details of how to contact the parish council for periods of office closure.
- Views of full council to be sought on opening hours of the parish office.

Project support for Winthrop redevelopment -temporary change

RESOLVED to note that HR committee does not have any objection to the temporary appointment of a project manager to assist with the redevelopment of Winthrop Gardens project. This would be financed by the previously agreed full council resolution supporting the business case preparation.

Request to carry forward Annual Leave

RESOLVED to approve the carry over of 150 hours of annual leave for the parish clerk,(accumulated due to sickness absence) over a 2 year period. It is proposed that the parish council consider the option of “buying out” the annual leave of the Winthrop Organiser of 35/40 hours. This would be a cost of approximately £600 including on costs, it was suggested this is funded by Winthrop surplus.

Footnote after meeting. The hours accumulated by the Winthrop Organiser refer to her core hours which are paid by the parish council. She would be in favour of the payment route to resolve this issue which has been ongoing for 2 years.

298 To arrange a date for the next meeting of the HR committee

The next meeting was arranged for Monday September 25th at 18.00, in the meeting room.

The meeting was closed at 19.30pm