

# Wickersley Parish Council

## Minutes of the Human Resources Committee 9.00am 18<sup>th</sup> January 2023, held in the function room of the Community Centre.

Members: Cllrs Thirlwall (Chair), J Barber, P Beighton, S Ellis, B McNeely and M Woodhead

In attendance: Cllrs Thirlwall (Chair), J Barber, P Beighton, S Ellis, B McNeely and M Woodhead

In attendance: C Lavell (Parish Clerk)

*Revised minutes written by Assistant Clerk at request of Chair of Parish*

**282 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).**

No items to be excluded.

**283 To receive apologies for absence**

None; all members present.

**284 To approve the minutes of the meeting of 5th October 2022**

**RESOLVED:** The minutes of the meeting of 5<sup>th</sup> October 2022 were approved as a true record.

**285 To note matters arising from the meeting of 5th October 2022**

No matters were raised.

**286 To receive a financial update to 31st August 2022**

An overspend of approximately £4000 on the HR budget for salaries and associated costs is predicted for the current financial year. This is due to part payment of accrued TOIL, the national pay award, the enhanced clerk structure, and the associated additional costs, all of which have been approved by the full Council.

**RESOLVED:** To receive the following financial report to 31<sup>st</sup> December 2022.

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# Wickersley Parish Council

Wickersley Parish Council Financial Report to 31/12/2022	As at 31/12/2022	Committed to 31/03/2023	Total projected to 31/03/2023	Budget 2022/23	Surplus/-Deficit projection to 31/03/2023	Comments on 2022/23 finances	Proposed Budget for 2023-24	Comments on proposed budget 2023-24
<b>EXPENDITURE</b>							<b>EXPENDITURE</b>	
Phones - Mobile	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	Remove this line
Advertising	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	Remove this line
Phones - Office	£0.00	£0.00	£0.00	£500.00	£-500.00	New contract was agreed Apr 22, phone and broadband now in one bundle so not separated between these two nominals.	£0.00	Remove this line
Phones -Office & BT Broadband	£527.08	£200.00	£727.08	£800.00	£-72.92	The new contract also offers better value.	£1,100.00	
Postage	£341.79	£0.00	£341.79	£250.00	£91.79		£250.00	
Stationery	£573.90	£450.00	£1,023.90	£1,150.00	£-126.10		£1,150.00	
Mileage & Travel Expenses	£0.00	£150.00	£150.00	£150.00	£0.00		£150.00	
Newsletter	£695.00	£1,000.00	£1,695.00	£3,000.00	£-1,305.00		£3,000.00	
General Expenses	£2,747.08	£750.00	£3,497.08	£3,500.00	£-2.92		£3,500.00	
Membership - YLCA/CPRE/SILCC/YRCC	£1,122.00	£0.00	£1,122.00	£1,400.00	£-278.00		£1,400.00	
Insurance	£3,169.61	£0.00	£3,169.61	£3,500.00	£-330.39		£3,500.00	
Audit Fees	£1,300.00	£0.00	£1,300.00	£1,350.00	£-50.00		£1,670.00	New contract being negotiated nationally, expected increase
Conferences & Training	£340.00	£500.00	£840.00	£1,850.00	£-1,010.00		£1,700.00	
Website	£200.00	£575.00	£775.00	£750.00	£25.00		£750.00	
Elections	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	
IT Support	£1,013.40	£950.00	£1,963.40	£4,000.00	£-2,036.60		£4,000.00	
Parish Support							£4,000.00	New budget heading agreed, ref December Meeting
<b>Total Administration</b>	<b>£12,029.86</b>	<b>£4,575.00</b>	<b>£16,604.86</b>	<b>£22,200.00</b>	<b>£-5,595.14</b>		<b>£26,170.00</b>	
Salaries - Administration	£57,833.34	£19,200.00	£77,033.34	£70,065.00	£6,968.34	TOIL buyout & revised salary structure, fore	£82,140.00	National salary Increases & new structure
Home Office Expenses	£0.00	£0.00	£0.00	£150.00	£-150.00		£0.00	
Salaries - Handypersons	£19,980.43	£6,660.00	£26,640.43	£30,000.00	£-3,359.57		£32,000.00	
Tax & NI	£6,235.73	£2,100.00	£8,335.73	£4,825.00	£3,510.73		£7,500.00	
Superannuation	£13,432.09	£4,477.00	£17,909.09	£13,500.00	£4,409.09		£14,500.00	Additional staff member now in superannuation scheme
<b>Total Human Resources</b>	<b>£97,481.59</b>	<b>£32,437.00</b>	<b>£129,918.59</b>	<b>£118,540.00</b>	<b>£11,378.59</b>		<b>£136,140.00</b>	
				Forecast overspend	£5,783.45			

## 287 To receive and approve the revised draft TOIL policy.

The Parish Clerk had updated the policy following comments made at the October meeting.

It was stated that the TOIL policy applies to all staff and not just administrative and that the policy should be amended as such. Further minor amendments were requested.

**RESOLVED:** The revised policy will be presented to the Parish Council meeting and be recommended for adoption.

The policy should be reviewed one year after approval by the Parish Council.

## 288 To monitor and review the priorities plan for the Clerking team.

There was discussion around the priority plan. Overall, good progress could be demonstrated on the implementation of the priority plan.

There was challenge from some councillors present around the content and presentation of the plan, the completion of items within the plan, the categorisation of tasks into mandatory or discretionary, and what should and shouldn't be included or progressed.

The Clerk explained that the plan had been updated to reflect requests made at a full council meeting in September 2022, regarding the level of detail and identification of mandatory and discretionary items. The Clerk also explained that some of the large tasks were split down into different elements, as the stages (of a project for example) may be spread over several months and one individual task was not representative of the overall work.

Cllr Thirlwall stated that resolutions made at council meetings are not legally binding nor did they have to be actioned, the example he referred to was that the large paths project did not have to be delivered at Wickersley Park. The Clerk advised that once a resolution was passed, there was a commitment by the council to deliver what was agreed, unless the resolution was later overturned by the council (6 months after the original resolution).

# Wickersley Parish Council

The Committee reviewed the overall plan and felt that the priority categories (mandatory and discretionary) required amendment to more accurately define the work to be done and differentiate the operating priorities to aid understanding. The number of priorities on the plan had increased partly as a result of Parish Council decisions, but also as a result of the inclusion of more operational issues which the Parish Clerk wished to monitor and oversee.

**RESOLVED:** That the priority plan would be updated and presented at the next full Parish Council meeting so that Councillors could see the level of progress made, and could consider a number of specific issues.

## **289 To receive and approve the draft training and development policy and plan**

There were a number of comments regarding the draft policy and plan, particularly relating to the requirement to reflect the needs of WCCA and Winthrop Gardens, and to not make the policy too onerous for councillors & volunteers. It was flagged up that WCCA do not currently have a training budget for their staff and that training needs to be part of the Volunteers Strategy.

Cllr Thirlwall asked whether the Assistant Clerk had received any induction training since joining in June 2022; the Clerk confirmed that induction training had been received and that the Assistant Clerk had also attended the YLCA New Clerk training.

**RESOLVED:** That the policy be amended to incorporate the changes identified at this meeting, then considered at the next WCCA Committee meeting, before being presented to the Parish Council to be recommended for adoption.

**RESOLVED:** that an in-house First Aid Training session could be organised for all staff which can be funded from the uncommitted element of the training budget in 2022-23.

It was requested that when staff attend courses, they are to write a brief report regarding it for the Chair of HR.

## **290 To consider the training needs assessment forms for councillors**

Not all forms have yet been returned; this will be raised again at the February Parish Council meeting.

## **291 To receive and approve a draft Freedom of Information Policy**

The policy has been prepared by the Clerk in response to an internal audit recommendation.

**RESOLVED:** To approve the document subject to deletion of the reference to NALC (National Association of Local Councils)

## **292 To consider a report regarding the Winthrop Organiser**

The paper was provided to examine options to increase staffing resources at Winthrop, given the scale of additional hours being worked by the Winthrop Organiser on a regular basis.

It was recognised that previous meetings of HR Committee and Full Council had considered TOIL and had agreed that the TOIL accumulated by all administrative staff would be resolved via a combination of some additional salary payments, use of accumulated hours this year,

# Wickersley Parish Council

and the write-off and loss of any unused hours at 31/03/2023. This was therefore also applicable to the Winthrop Organiser.

There was a request for the Winthrop Organiser to carry over of 93 hours of annual leave; it was stated by the Chair (Cllr Thirlwall) that the Winthrop Organiser was an exceptional case and unable to take the leave.

**RESOLVED:** that the Winthrop Organiser could carry over 15 hours TOIL to 23/24 (the remainder if not taken would be lost as per the resolution at full council and advised to other administrative staff). In addition, the Winthrop Organiser would be allowed to carry over to 23/24 any untaken leave, currently 93 hours.

The committee acknowledged there was excess work to be done by the organiser. The Chair proposed not to support the options laid out in the report, but instead proposed that a sum of £10,000 is allocated for the Winthrop Organiser to manage, in conjunction with the chair of Winthrop Committee (Cllr Ellis), for any extra hours deemed necessary. This could be a combination of additional hours for the Winthrop Organiser plus additional support hours. The funding for the budget increase would come from the profits (surplus) generated by Winthrop Gardens.

**RESOLVED:** to enhance the staffing structure at Winthrop by increasing the staffing budget by £10,000, on the basis that the profits (surplus) from Winthrop Gardens are the source of the funding.

This will operate for a year and then be reviewed. In addition, the Parish Clerk is to review with the Winthrop Organiser the extent to which cover can be provided by the core clerk team to cover holidays/absences.

## 293 Carry over of leave

The carry-over of leave for the Winthrop Organiser was agreed in the above item. The requested carry-over of leave for the Clerk of 49 hours was discussed.

**RESOLVED:** to decline the carry-over of 49 hours, the Clerk being allowed to carry over 50% of the request (25 additional hours) providing there was no detriment to the service.

The Chair stated that the case for the Winthrop Organiser is different from that of the Clerk.

## 294 To note the date for next meeting

24<sup>th</sup> May 2023

The meeting was closed at 11.35am

Chairperson..... Date .....

