

**Locum Clerk to the Council/RFO: Shaun Jones**

**Chairman: Cllr Mr Mark Underwood**

Minutes of a meeting of the Staffing Committee convened on Monday 30 November 2020 at 6.00 pm via Zoom Video Conferencing.

Present: Cllrs Parkhurst (Chair); Jones; Whittall & Underwood;

In attendance: Cllrs Cloude & Clarke - Locum Clerk, Shaun Jones

S7.20/21 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – None.

S8.20/21 **DECLARATIONS OF INTEREST** – None.

S9.20/21 **MINUTES** – The draft minutes of the meeting held on 10 July 2020 were presented for approval as a true record, **proposed MU, seconded JW to accept** - unanimously approved and signed by the Chair.

S10.20/21 **SUPPORT SERVICES** – SJ and MU outlined the offer from Tim Tearle - Senior Health & Safety Officer, Shropshire Council Occupational Health & Safety Team. The overall estimate to establish is £1,680. Annual estimate of cost is £500 thereafter. **Proposed MU, seconded AP to appoint along the lines outlined. All in favour.** It was emphasised by MU that the Parish Clerk still has overall responsibility but this level of support is deemed good practice. Robert Montgomery of Telford and Wrekin Council has tabled an offer to provide a level of GDPR (General Data Protection Regulations) and Legal support to BHPC. There are Gold, Silver and Bronze tier offerings. For Gold level, in total for both elements, this is annually £482 with a commitment to request support initially for a three-year period. **Proposed MU, seconded AP to appoint along the lines outlined. All in favour.** Both support packages should be brought into effect soonest. **All agreed.**

S11.20/21 **REPORT ON HANDYPERSON TEAM ACTIVITIES** – SJ provided an update with the recent additional 2 temporary staff members who came on board 6 weeks back. The additional cost of the additional staff is £750 to date – approx. of budgeted figure. Work undertaken includes work on The Common, paths around Parr’s Pool and Wood, renovation of benches and other pathways to be worked on. Bin near Brookfied is to be relocated. Christmas Tree on The Parade is also being put up shortly. AP and CC noted the reporting of the work to the community is welcome. AP suggests a formal letter of thanks to Tarmac from BHPC for the scraping stone supplied gratis. Thanks too to the Handyerson team for making this happen.

- S12.20/21 **EXCLUSION OF THE PRESS AND PUBLIC** – Motion proposed JW, seconded FJ – It was unanimously resolved to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 in order to allow the Council to discuss confidential matters.
- S13.20/21 **REVIEW OF STAFFING STRUCTURE AT BAYSTON HILL PARISH COUNCIL** – SJ narrated a slide depicting the current staffing organisation chart with related costs. AP raised the parallel activity of scoping the options for contracting out some activities. SJ and MU are currently seeking some information from two sources and these will be presented and considered alongside any suggested change of staff structure, at a future meeting. Then some time was given over to looking at four further slides illustrating different staffing structures alongside hours and costs. There was a clear view that members do need to be provided with comprehensive information over base tasks vs. seasonal with respect to the Handyperson Team activities and also the administration, legal obligations and activities currently in the job description of the Clerk/RFO role. Mention of succession planning is also a neat thing to build into this. Both members and SJ were asked to submit their ideas and preference (maybe first and second) to MU/SJ to provide a steer. It was further stated that the current staffing structure will be altered so each member providing their preference for a suggestion tabled or their own version will give direction of travel on what members may agree on. While these matters are being worked through it was **proposed AP, seconded MU that we offer a further 3 month extension of the contract period for our temporary Handyperson until 31/3/21. All in favour.** SJ made further comment on taking advice over perhaps including a degree of flexing in employment contracts so that the employer can alter roles/hours according to the needs of the time – e.g., in a couple of years' time the Sports Hall project may complete and the project workload reduced. Also, a review of pension provision might enable more attractive hourly rate of pay to new hires. A workplace pension is a good deal lower in cost to the employer, where the savings can be rolled into a higher pay rate. **Finally, a vote of thanks for the efforts of the Working Party thus far was proposed FJ, seconded JW. All agreed.**
- S14.20/21 **PROGRESS REPORT OF FLEXIBLE RETIREMENT REQUEST** – SJ states that from tomorrow the employee taking pension benefits through the Flexible Retirement route becomes effective. Contractual hours will be reduced from 17 to 13 to meet the stipulated terms of the scheme. Staff consultation with other employees in the Handyperson team has agreed on the sharing of the 4 hours given up, uplifting their 10 hours by an additional 2. Therefore, the net effect on hours expended is unchanged. To be explicit the temporary contract for the Handyperson hired in October on 10 hours per week will benefit from the other additional 2 as well.

***The meeting closed at 7:16pm.***