



Minutes of a Meeting of the STAFFING COMMITTEE

held on

Tuesday 21 February 2023 at 8:00pm
Parish Meeting Room, Binfield Parish Office

PRESENT: Cllrs: Mike Coker, Steve Collett and Paul Smith
Also Present: Ceri Rance, Clerk & Amanda Sculley, Deputy Clerk

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr M Feazey.

2. DECLARATIONS OF INTERESTS

None.

3. CLERK IN POST FOR ONE YEAR

The Clerk was congratulated on her 1st Anniversary with the council today. She advised that it had been an enjoyable year with her new team.

4. REVIEW OF PREVIOUS MEETING MINUTES

The minutes were reviewed from the meeting held on 29 March 2022 and the following comments were made.

4.1 Task Tracker

4.1.1 Members asked the Clerk if she was satisfied that the Staff Task Tracker was proving to be an effective tool, and that staff were managing to fulfil and prioritise tasks. The Clerk confirmed that it was a useful addition to overall office operation. Members suggested that a separate sheet for larger projects might be preferable rather than them being integrated in with day-to-day tasks.

4.2 Staffing Report for Blue Mountain Community Centre

4.2.1 The Clerk has begun to work on a staffing proposal for the Blue Mountain Community Centre. Additional information is required before this can be completed.

5. CLERKS REPORT

The report was **NOTED** and the following comments were made.

5.1 Staff Pay Increases & Clerk's Working Hours

Members were presented with tables which provided figures based on pay increases of 3%, 5% and 10%. The tables were included to assist members in their discussion. The Clerk addressed members regarding the Blue Mountain Community Centre project and the potential number of hours involved over the coming months. As the project is going to require a significant amount of administration and planning, the Clerk proposed that members consider increasing her hours. Members **RESOLVED** to recommend to Council a 6% increase for all staff and to recommend that the Clerk's hours increase to 37.5 hours per week from Monday 20th March until 30th June 2023. The Clerk was asked to prepare a report for the March Council meeting.

5.2 Training & Continuous Professional Development

Members agreed that retaining the General Power of Competence is important to Binfield Parish Council. The Clerk will be enrolling onto the CiLCA qualification at the earliest opportunity and aims to complete the course by the May 2023 election.

Handwritten signature and date: 28 May 2023

5.3 Staff Appraisals and Objectives

The Clerk conducted staff appraisals with members of the Parish Office team in late January and early February 2023. The discussion included a detailed review of each team members job description and objectives.

In summary, all staff are happy in their roles and morale amongst the team is very good, with everyone working well together. Over the past year, they have established good working practices which have helped to streamline some of the office procedures to ensure more efficiency.

The team have displayed a commitment and passion for their work and are dedicated to helping the Parish Council improve the lives of the community they represent.

Over the coming months, the Clerk will aim to continue to review operational procedures to ensure the office is working productively and efficiently.

6. OFFICE OPENING HOURS


6.1 The current parish office opening hours are 8.45am to 1pm, Monday to Friday. The thought behind the earlier opening time was to capture parents/carers who were dropping off at the primary school. Over the past 12 months, the office has not received many visits before 9am.

Following one to one discussions, with the office team, it became clear that some of the staff would benefit from a later start time as they need to drop children at school in Bracknell and then travel to Binfield. This will also help during the school holidays as staff have younger children to manage.

7. FUTURE AGENDA ITEMS

None

Meeting closed at 21.08pm

 25.5.23.