



## Minutes of a Meeting of the STAFFING COMMITTEE

held in the Parish Office, Benetfeld Road on

Tuesday 04 June 2024 at 7:00pm

**PRESENT:** Cllrs: Steve Collett, Paul Day, Dave Ellis, Katherine Giles, Ian Leake and Amanda McLean (Chair)

Also Present: Ceri Rance, Clerk; Amanda Sculley, Deputy Clerk.

### 5 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr Feazey.

### 6 DECLARATIONS OF INTERESTS

None.

### 7 REPORTS

#### 7.1 Additional Hours for Existing Staff

Councillors considered the report regarding an increase in working hours for three of the staff for a period of six months. After discussion it was proposed by Cllr McLean, seconded by Cllr Ellis and **RESOLVED TO RECOMMEND TO COUNCIL** that the following changes to working hours take place for a period of six months:

Officer	Existing Hours	Proposed New Hours	Hours Increased
Amenity Officer	20	32	+ 12
Amenity Admin Officer	15	20	+ 5
Finance/Admin Officer	15	18	+ 3

It was emphasized that these changes may not continue after the six month period and that this should be made clear to the staff involved. During this period of increased hours, a study of skills and an operational review would be undertaken to examine the work requirements which are increasing due to the new Binfield Community Centre, expected Blue Mountain Allotments and other projects.

#### 7.2 Jury Service

It was noted that the Amenity Officer had been called up for Jury Service for two weeks commencing 24 June 2024. This was **NOTED**. With regard to salary payment during this time, it proposed by Cllr McLean, seconded by Cllr Collett and **RESOLVED TO RECOMMEND TO COUNCIL** that the employee will claim for loss of earnings through the court at a rate of £65.95 per day for the first 10 days and then the Council will provide a top up payment to make up the difference. It was further agreed that the officer advise the court that if the trial was likely to last longer than two weeks then this would cause problems for their job.

### 8 FUTURE AGENDA ITEMS

None

*Amanda McLean*  
11/06/24

Meeting closed 7.34pm