

ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held on Monday the 3rd April 2023 at the ClayTAWC Centre, Fore Street, St Dennis.

Present: Cllr Burnett (Chair), Cllr Taylor (Vice Chair), Cllr Mrs T Edmunds.

In Attendance: Lynn Clarke, Parish Clerk.

S1/23 Apologies

Cllr Kelsey. Apologies accepted.

S2/23 Declarations of Interest

None Declared.

Standing Order 1c

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'

S3/23 To adopt the minutes of the Staffing Committee Meeting held on 30th November 2022.

It was **Resolved** to accept the minutes. All other present in favour.

S4/23 To review the probation period of the Senior Office Administrator.

This was discussed at length. Cllrs agreed that due to the complexity of the role the probation period needed to be extended to six months. This will be a standard period for all office roles in the future. The Clerk gave a positive report on progress to date.

It was **Resolved** to increase the wages in line with the progress demonstrated to NJC Scale 7 and to extend the probation period for three months in line with previous discussions. It was agreed that 2 additional hours per week would be provided for training to assist with progression in the role. New targets set out were approved. All present in favour.

S5/23 To review the remaining holiday entitlements and to agree how these are managed.

The Clerk informed of holidays outstanding.

It was **Resolved** for all outstanding leave to be carried forward for the 2023 – 2024 leave year. All present in favour. A staff member's request for a 3-week extended break in July was approved with conditions. All present in favour.

S6/23 To discuss the Casual Labourer's job title and to agree any revisions.

It was **Resolved** to change the name of the staff to Maintenance Workers. All present in favour.

S7/23 To agree a date for the Clerk's appraisal.

It was **Resolved** to hold the appraisal on the 4th May 2023. Cllr Burnett and Cllr Taylor will undertake the appraisal. All present in favour.

S8/23 To review office staff working hours.

It was **Resolved** to increase the Clerk's working hours to 30 per week with provision to work up to 32 when required. Additional hours can be worked flexibly providing core office hours are covered. All overtime above contracted or allowed hours will be subject to approval of the Staffing Committee. All present in favour.

S9/23 To review the Clerk’s contract of employment.

This was discussed at length. It was **Resolved** to amend the working pattern to 5 days per week and to include additional hours agreed. To add to the duties the daily management of the Cemetery, the Playing field, and the CCTV systems. To correct typos highlighted and to review and agree via email. All present in favour.

S10/23 To adopt the Toil Policy

The Toil policy was reviewed. It was agreed that the policy needs an additional paragraph informing that toil can only be accrued if annual leave has been used. It was **Resolved** to agree the policy via email once amendments required have been included. All present in favour.

There being no other business the Chairman closed the meeting at 20.08 pm.

Signed.....Date.....

Chairman of the Staffing and GDPR Committee Meeting