

LYMM PARISH COUNCIL

Clerk to the Council: Kerry Duffin
Telephone: 07741 877870
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Address: The Village Hall, Pepper Street
Lymm WA13 0JB



MINUTES OF THE STAFFING COMMITTEE held on Thursday 17th September 2020 by Zoom

In Attendance: * Cllr K Buckley
* Cllr I Marks
* Cllr A Cooper
* Cllr G Hawley

Also present: Kerry Duffin (Clerk)
Jackie Weaver (ChALC)

12. Welcome, Introductions and Housekeeping

The meeting opened at 6.35pm and all were welcomed and introduced.

13. Apologies

No apologies were given.

14. Code of Conduct – Declaration of Interests

Members were reminded of their responsibility to declare any personal interest or prejudicial interest that they may have in any item of business on the agenda no later than when the item is reached.

15. Follow up from previous meeting and actions (Appendix)

Agenda Item	Action	Responsible	Update
5a	HR update made at Full Council	Committee Chair	Complete
5b	Amended policies to be tabled at next Full Council (Lone Working and Disciplinary Procedure)	Clerk	C/F
5	Review SLCC policy templates	Clerk	C/F
5c	Enviro Manager JD	Clerk	On this agenda
5d	Update to staff re: clearer timesheets – clerk to write to relevant staff	Clerk	Complete

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5e	Clerk to follow up Staff Handbook update with WBC		Complete
10	Add Recruitment to next Full Council agenda	Clerk	Complete
	Advert costs with WBC – Clerk	Clerk	Complete

16. HR disciplinary follow up

An update was made following the last Full Council meeting and the current situation. The Committee to be refreshed with future steps and procedures.

17. Environment Warden Post

Timetable set for recruitment:

Advertise: w/c 21 September
Deadline: 5 October
Shortlisting: 8/9 October
Interviews: 15 October

All councillors available for interview date.

ACTION: Clerk to check hall availability for the interview date

18. Environment Manager JD

The JD was discussed and updated.

ACTION: Clerk to amend and discuss/update with relevant staff member.

19. Organisational Structure

RECOMMENDATION: Council to recommend single line management document at next Full Council meeting. Clerk to discuss practical implications with JW.

20. 2020-21 Pay Awards

NALC Pay Awards **RECOMMENDED** for approval and adoption at the next Full Council meeting, backdated to 1st April as per NALC recommendations.

21. Staff hours & leave

Council discussed carry forward figures from 2019-20 and current TOIL hours / leave remaining.

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ACTION: Clerk to check Staff Handbook for policy regarding carrying forward leave between financial years.

ACTION: Clerk to discuss c'f hours with WB

22. Staff Appraisals

Chairman to appraise Clerk, Clerk and Staffing Chair to appraise all other staff in the autumn.

ACTION: Appraisals to be carried out for all staff.

23. Date of next meeting

26th November 2020, 6.30pm

The meeting closed at 7.50pm.