

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 15th September 2021 at 7.30pm
in the Village Hall, Pepper Street, Lymm WA13 0JB**

In Attendance: * Cllr K Buckley (Chairman)
* Cllr B Barr
* Cllr I Marks
Cllr S Sharma

Also in attendance: Kerry Duffin (Clerk)

21. Welcome, Introductions and Housekeeping

The meeting opened at 7.30pm.

22. Apologies

Apologies were received from Councillor Sharma.

23. 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.

24. Approval of previous meeting's minutes

The minutes from 12th August 2021 were **RESOLVED** as an accurate record.

25. Review of previous meeting's actions

RECOMMENDATIONS:

1. Ratification of Pay Policy
2. Ratification of Volunteer Policy

ACTIONS:

3. Prepare a Business Case for the Village Hall
4. Contact Jackie Weaver to conduct role reviews and grading.

26. Interview Update

Interviews were successful and a candidate has accepted an offer of employment with a start date in October.

27. HR Update

The furloughed staff member returns to full hours on September 15th. Clerk has arranged a 1-1 meeting for the first morning back.

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Committee discussed the current situation with job evaluations. Clerk and Assistant Clerk roles to be reviewed by Jackie Weaver. All others to be completed by a consultant. Clerk to follow up recommendations from Jackie Weaver.

Pay Policy ratified so all staff to be invited to interview.

RECOMMENDATION: Following review, if pay level goes up, backdated to April. If down, then the current level is protected for a year.

ACTION: Clerk to contact WBC HR for advice and guidance.

ACTION: Send all JDs and Person Specs to Committee members.

Business case for the hall to be drafted now the hall re-opening has been confirmed. **ACTION:** Clerk to draft and send to Resources Chairman.

28. Village Hall Keyholder update

The current keyholders have asked for the toilet opening to be reviewed. **RECOMMENDATION:** Cleaners to lock the toilet at the end of the day. The opening to be shared amongst **all** Lymm based staff.

ACTION: Clerk to arrange a meeting to plan a schedule for October and beyond.

ACTION: Add the change of procedure to October's Full Council agenda.

29. Matters Arising not covered on the agenda

Nothing further was discussed.

30. Next Meeting Date

10th November 2021 at 6pm.

The meeting closed at 8.25pm