

# LYMM PARISH COUNCIL



**Clerk to the Council:** Kerry Duffin  
**Telephone:** 07741 877870  
**Email:** clerk@lymmparishcouncil.gov.uk  
**Address:** The Village Hall, Pepper Street  
Lymm WA13 0JB

## MINUTES OF THE STAFFING COMMITTEE held on 28<sup>th</sup> February 2023 at 7pm in the Village Hall, Pepper Street, Lymm WA13 0JB

**In Attendance:**

- \* Cllr B Barr (Chairman)
- \* Cllr I Marks
- \* Cllr K Rurlander
- \* Cllr S Sharma

**Also in attendance:** Kerry Duffin (Clerk)

### 1. Welcome, Introductions and Housekeeping

The meeting opened at 7.10pm.

### 2. Apologies

All Councillors were in attendance.

### 3. 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.

### 4. Public Open Forum

No members of public were in attendance.

### 5. Approval of previous meeting's minutes

The minutes from 7 February 2022 were **RESOLVED** as an accurate record and signed by the Chairman.

### 6. Review of previous meeting's actions

All actions were complete.

### 7. Annual Leave update 2022-23

Clerk presented hours for remaining annual leave allowances for 2022-23. Staff have been made aware of their unused hours and will use leave where possible. A further update will be made in April.

### 8. Appraisals update

All staff except the Saturday morning litter picker have taken part in appraisals. Staff recommendations that came from these include:

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- Hall hire follow up forms detailing damage and state of the hall used to formalise and calculate deposit returns.
- Calculate stats for the Environment Team (starting on April 1<sup>st</sup> eg no of tonnes of leaves cleared, fridges fly tipped, mattresses moved etc).
- Budget for Environment Team – approved.
- More uniform – approved.
- Share climate emergency ideas across parishes – first meeting in April.
- SID data collection – completed.
- Involve WBC Ranger with Environment Team x8 week plans.
- Support dressing the village – completed.
- Visual log of assets.

No further actions.

## 9. Training update

The Clerk is halfway through the ILCA to CiLCA course and will finish all modules and submit final assessments by the end of July. This is taking roughly 20-25 hours a month to complete. Following completion, CiLCA enrolment will be completed as soon as the next intake date is announced by SLCC.

Staff attended a defibrillator course at Safety Central in 2022.

Further ongoing training will be timetabled in from April for:

- First aid
- Health and safety
- Lone working
- Working at heights
- GDPR
- Ladder safety.

## 10. Staff hours and pay scales 2023-24

**RECOMMENDATION:** All staff to increase a point on the scales from 1<sup>st</sup> April 2023.

### Staffing hours

**RECOMMENDATION:** Clerk to increase to full time hours from 1<sup>st</sup> March 2023 with hours to continue to be reviewed annually. All other staff to remain on their current hours.

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Projected costs for 2023-24:

Salaries	£120,587
Employers NI	£10,569
Pensions	£20,991
<b>TOTAL</b>	<b>£152,147</b>

## 11. Staff recruitment

**RECOMMENDATION:** To approve:

- The timetable for recruitment of an Admin Assistant post
- The post for 15 hours a week on band LC1
- To delegate the recruitment process to the Staffing Committee.

Stage	Date
Recommend post JD and docs, advert	28 February – Staffing
Full Council approval and delegation to staffing	14 March
Staffing committee meeting to confirm panel, interview questions etc	w/c 16 March
Advertise	20 March
Deadline	14 April
Shortlisting	w/c 17 April
Interviews	w/c 24 April
Start date	Asap

## 12. Civility and Respect campaign

*The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.*

<https://www.nalc.gov.uk/our-work/civility-and-respect-project>

**RECOMMENDATION:** The Parish Council to sign the pledge and to agree that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors

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- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

**RECOMMENDATION:** To set up a meeting for staff and councillors to integrate the work into the work of the Parish Council.

## 13. Policies

**RECOMMENDATION:** Adopt the following new and updated policies:

- Updated Code of Conduct
- Member / Officer protocol
- Roles and Responsibilities
- Bullying and harassment statement
- Homeworking
- Community Engagement Strategy
- Updated Co-option Policy

## 14. Next Meeting Date

16<sup>th</sup> March 2023 at 6pm.