

Minutes of the STAFFING COMMITTEE meeting of LYMM PARISH COUNCIL held on Wednesday 10th January 2024 at 6pm in Lymm Village Hall

In attendance: * Cllr Barr (Chair)
 * Cllr Marks
 * Cllr Rurlander
 Cllr Sharma

 * Denotes attendance

Also in attendance: Kerry Duffin, Clerk to the Council

S21 Welcome and Introductions

The meeting opened at 7.30pm.

S22 Apologies for Absence

Councillor Marks sent apologies.

S23 Declaration of Interests

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

S24 Code of Conduct

Members were reminded of their responsibility to follow the Code of Conduct.

S25 Public Open Forum

No members of the public were present.

S26 Approval of Previous Meeting's Minutes

RESOLVED: Minutes of the meeting on 24th October 2023 were approved as an accurate representation and signed by the Chair.

S27 Update on actions from the previous meeting

All actions have been completed.

S28 Staffing – Appointment of Assistant Clerk

RESOLVED: Suitable references have been received and the post will be offered to the selected candidate, subject to a satisfactory probationary period. A start date towards the end of January will be confirmed with the candidate. Contracted hour will be 22.5 hours a week on band LC2.

S29 Staffing – Amendment of Admin Assistant hours

RESOLVED: An additional 7.5 hours per week have been unanimously approved for the Admin Assistant to cover the reduced hours accepted by the new Assistant Clerk. This will be backdated to 1st January 2024.

RECOMMENDATION: £100 budget to review the pay scale and title of the Admin Assistant.

S30 Environment Assistant and Village Hall Keyholder posts

This will be added to the February Full Council agenda for delegation to Staffing Committee.

S31 Overtime

RECOMMENDATION: The Clerk and Admin Assistant's overtime to be paid at hours of 63.5 and 26.5 hours respectively.

S32 Staffing Update

Updates were made on other staff. A welfare check will be made on a staff member. The Clerk will take some leave as soon as practicable.

S33 Next meeting date

Date and time tbc.

Actions:

MINUTE NUMBER	ACTION	WHO RESPONSIBLE
S28	Contact the candidate and arrange a start date	Clerk
S29	Update the Admin Assistant hours and backdate to 1 st January, ensuring apportioning of tasks in Job Description	Clerk
S29	Add review of Admin Assistant role to Full Council agenda	Clerk
S30	Add Environment Assistant and Village Hall Keyholder roles to Full Council agenda	Clerk
S31	Add Clerk and Admin Assistant overtime to Full Council agenda	Clerk
S32	Carry out welfare check on a team member	Clerk