**DRAFT Minutes of the Staffing Sub Committee on 26th July 2023 at 10:30am**

**Present:** Cllrs Gill Dixon, Gill Jennison, John Turner

**SSC2324/15** **Chair’s Opening Remarks**

Chair gave an overview of the purpose of the meeting.

**SSC2324/16 Approve Reasons for Absence**

None

**SSC2324/17 Disclosures of Interest**

None

**SSC2324/18 Minutes of previous meeting**

These were approved previously GOV2324/20

# SSC2324/19 Exclusion of Press and Public

# Resolved: The Committee excluded press and public under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1(2), during consideration of business of a confidential nature.

**SSC2324/20 (Item 11 moved up the agenda) To consider whether to approve the probationary period (3 months) of the Clerk**

Committee discussed the notes provided during a performance review,

**Resolved:** The Clerk has completed her probation and is confirmed in post. Clerk to complete ILCA by end August and start CILCA as soon as possible.

**SSC2324/21 Clerk’s Report**

Cllr Dixon proposed Cllr Sharkey to sit on the Staffing Sub Committee and agreed unanimously.

**Resolved:** To recommend to Governance Committee that Cllr Sharkey appointed a member of the Staffing Sub Committee

The Clerk gave an update on the matter concerning the previous Clerk.

**SSC2324/22 To note the Staffing Sub Committee Terms of Reference**

**Resolved:** Final, minor amends to the Terms of Reference (c/f GOV2324/12) were accepted and these amends will be presented to the next Governance Committee to note.

**SSC2324/23 Staffing Budget Update**

The Clerk presented the staffing budget. There is a significant projected overspend in 2023/24 and in future years if action is not taken. There was a discussion on reasons and options to address this.

**Resolved:**

a. a quarterly analysis of actuals against projected for salaries and pension is reported to Staffing Sub Committee

b. Staffing Sub Committee recommends that Governance Committee in September 2023 consider a report from the Clerk on options to resolve the staffing budget deficit.

c. an updated 3 year projected staffing budget from 2024/25 is presented to Governance Committee in September 2023.

**SSC2324/24 Review of financial tasks**

The Clerk presented a review of financial tasks which she had carried out in conjunction with the Deputy Clerk arising from combining the Clerk role with the Responsible Financial Officer role.

The Clerk has overall responsibility for financial matters and is the RFO for BTC. The proposal is to share elements of financial management within the team especially with the Deputy Clerk ( see item below) .

**Resolved**:

1. The recommendations regarding the financial tasks were agreed and details of the implementation delegated to the Clerk.
2. Deputy Clerk post was regraded to take account of financial responsibilities.

**SSC2324/25 Job descriptions**

A report was received from the Clerk summarising the feedback from staff on the new Job description framework, proposed revisions to the Deputy Clerk job description and an update on revising other staff job descriptions.

**Resolved:**

1. the revisions to the Job Description Framework Section B (as resolved SSC2223/91) based on comments from staff were agreed and they must be incorporated into job descriptions as and when they were updated and for all new recruitment.
2. revisions to the Deputy Clerk job description to incorporate financial tasks were agreed and further minor amendments delegated to the Clerk.
3. minor revisions as required (and agreed with staff ) to other job descriptions were delegated to the Clerk in consultation with the Chair. The context of the move of the Library to new premises needed to be kept in mind and more substantial related changes to the VC role would need to come to a future meeting of Staffing Sub Committee.

**SSC2324/26 Environmental Warden**

The Clerk presented an oral update on the ongoing sick leave of the Environmental Warden and the next steps.

**Resolved:** Recommendations on next steps are delegated to the Clerk.

**SSC2324/27 Contracts**

An update report was received from the Clerk on contracts.

**Resolved:** consultation with staff would continue towards getting signatures and further actions were delegated to the Clerk.

**SSC2324/28 Extra Statutory Annual Leave/TOIL update**

An update on the staff annual leave taken and the time off in lieu (TOIL) taken was presented. Wording on deployment of the extra two days of statutory annual leave was presented for incorporation in contracts.

**Resolved:**

1. to incorporate the wording in contracts as follows:“*In addition to the above you are entitled to 2 statutory leave days to be taken between Christmas and New Year”.*
2. The TOIL Policy was approved.

**FC2324/29 Promotional Opportunities**

None

**FC2324/30 To notify the Clerk of any item for future agenda**

None

**FC2324/31 Next meeting date**

The next meeting of Staffing Sub Committee is 19th October 2023

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