

CHOLSEY PARISH COUNCIL

Minutes of the Staffing Committee meeting duly convened and held on Tuesday 28th November 2023 at 1pm at The Pavilion, Station Road, Cholsey

Members present: Cllr J. Finch (Chair), Cllr V. Bolt, Cllr G. Herbert

Officers present: C. Bird (Clerk)

Start time: 1pm

End time: 3.15pm

S1. To receive apologies for absence

There were none.

S2. To receive Declarations of Personal & Pecuniary Interest for any agenda items

There were none.

S3. To hear questions or comments from members of the public concerning topics on the agenda (limited to 10 mins)

There were none.

S4. To receive update on the CCSS TUPE process

The Clerk reported that a meeting was held with CCSS employees on 23rd November to begin the transfer of the service to the Cholsey Village CIC in accordance with the provisions of the Transfer of Undertakings (Protection of Employment).

S5. To discuss and agree next actions on Health and Safety requirements

The outcomes of the Clerk's health and safety training were noted; next actions to be agreed with full Council, including discussion of any potential costs.

S6. To consider and, if thought fit, to resolve to temporarily exclude the press and public

Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the Committee will be asked to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

It was **resolved** to temporarily exclude the press and public.

S7. To discuss new template staff contract and agree timeline for consultation with Parish Office team

It was agreed to undertake a staff consultation on the new template contract in Q1 of 2024.

S8. To discuss staffing requirements for 2024/2025

A proposal for staff hours was agreed and will be taken to the full Council meeting on 6th December.

S9. To discuss Parish Office job evaluation and hourly rates for 2024/2025

The process of evaluating Parish Council jobs and the industry NJC scales were discussed. The Clerk then left the meeting (2.30pm) and the Staffing Committee members discussed a proposal to be taken to the full Council meeting on 6th December.

S10. To agree items to be reported to meeting of full Council on 6th December 2023

Health and Safety project; staffing requirements; job evaluation and hourly rates for 2023/2025.

S11. To agree next meeting date

February 2024, date TBC