

# CHOLSEY PARISH COUNCIL

## Minutes of the Staffing Committee meeting duly convened and held on Wednesday 6th November 2024 at 9am at The Pavilion, Station Road, Cholsey

**Members present:** Cllr K. Ofield (Chair), Cllr V. Bolt, Cllr G. Herbert

**Officers present:** C. Bird (Clerk)

Start time: 9.15am

End time: 10.30am

### **S1. To elect the Chair of the Committee**

It was **resolved** to elect Cllr Katy Ofield as Chair of Staffing Committee.

### **S2. To receive apologies for absence**

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 Declarations of Personal and Pecuniary Interest for any agenda items (*note, this does not preclude later declarations*)**

There were none.

### **S5. To approve the Minutes of the meeting held on 28<sup>th</sup> February 2024 and receive update on any Minute items**

It was **resolved** to approve the Minutes of the meeting held on 28th February and they were signed by Cllr Ofield.

It was noted that revised job descriptions are now in place for the Clerk, Assistant Clerk/Responsible Finance Manager and Estate Manager. The job description for the Environment Coordinator will next be reviewed.

All employees have now been transitioned to the new staff contract prepared with GAP HR.

### **S6. To update on appraisal process 2024/2025**

The Clerk updated the Staffing Committee on appraisals held in March. Half year review meetings are underway.

### **S7. To discuss Worker Protection Act 2023 legislation and any actions needed**

The Worker Protection Act 2023 introduces new requirements for parish councils and other employers in the UK, particularly concerning the prevention of workplace harassment, including from third parties.

The Clerk had sought advice from the Council's HR consultant, GAP HR, who confirmed that the Employee Handbook already includes the required policy. They also recommended training from a third-party provider.

It was agreed that the Clerk would look at the existing policy and training options in more detail, including confirming that they sufficiently cover third-party harassment. It was agreed that Employees and Councillors should all take part in training once a suitable course has been found; ideally training would be provided by an organisation with experience of local councils.

### **S8. To discuss and agree training needs, including:**

#### **a. Sexual Harassment Awareness training**

Noted as discussed under the previous item.

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## **b. Training and Development Policy and any actions needed**

It was agreed that the Clerk should explore options for training for all employees in areas of Health and Safety, GDPR/Data Protection and Equality and Diversity.

It was agreed that additional training needs for individual employees should be discussed in upcoming review meetings.

The Staffing Committee would like to maintain the current level of training budget for 2025/2026.

It was agreed to develop a Volunteer Management policy (including training procedures) for Council activities involving volunteers. It was also agreed that a community resource summarising the volunteering opportunities in one place would be valuable. Cllr Bolt suggested that the newly updated Cholsey Village web site might be a good home for this information.

The Clerk will ensure that a log of training completed by employees and Councillors is up to date.

## **c. Personal Development Plans**

It was **resolved** to approve the draft Personal Development Plan prepared by the Clerk as part of CiLCA coursework. Personal Development Plans will next be prepared for other Council employees following their upcoming review meetings.

### **S9. To discuss next actions on Health and Safety**

A General Risk Register for all Council activities was approved at the full Council meeting, 16<sup>th</sup> October 2024.

The Clerk and Estate Manager are reviewing detailed risk assessments for Council estate and activities. As part of this process further employee training needs may be identified.

### **S10. 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.

### **S11. To confirm staff hours and hourly pay rates for 2025/2026 in line with NJC scales**

Hourly pay rates benchmarked to National Joint Council (NJC) scales for all employees were discussed and a proposal will be presented by the Staffing Committee to full Council at its next meeting.

### **S12. Items for report or inclusion on next agenda**

Implications of moving to 'NJC for Local Government Services' contracts

### **S13. To agree items to be reported to meeting of full Council on 20<sup>th</sup> November 2024**

Update on training needs; staff hours and hourly pay rate proposal for 2025/2026

### **S14. To agree next meeting date**

February 2025 – date TBC