

EAST BEDLINGTON PARISH COUNCIL

MINUTES OF A STAFFING COMMITTEE MEETING HELD ON MONDAY 27 JUNE AT EAST BEDLINGTON COMMUNITY CENTRE

Present: Councillors Helen Bradford (Chairperson)
Keith Grimes
Allan Stewart
Paul Hedley
John Batey

In attendance: Jenny Tindale – Deputy Clerk

		Action
SC09/22	EXCLUSION OF PRESS & PUBLIC RESOLVED: That the press and public be excluded from the meeting during consideration of the following items, permitted under Part I (1) of Schedule 12A of the Local Government Act 1972 (as amended by the section 1 of the Public Bodies (Admission to Meetings) Act 1960) as the matter is confidential and relates to an individual.	
SC10/22	APOLOGIES FOR ABSENCE There were no apologies	
SC11/22	MINUTES OF THE PREVIOUS MEETING RESOLVED: Minutes of the Staffing Committee held on Friday 10 June be agreed as a true record.	
SC12/22	DISCLOSURE FO INTERESTS & REQUESTS FOR DISPENSATION There were no disclosures or requests.	
SC13/22	PROGRESS OF RECOVERY – CLERK The Chairman confirmed that there was still a positive recovery. A Fit note is in place until 4 July. No return-to-work date had yet been considered and the Clerk had advised he has consultations arranged with medical professionals. It was agreed that the Council would take all appropriate actions to ensure a safe return and would work with the Clerk and Occupation Health to agree the best outcome. The Chairman of the Council would continue to liaise with the Clerk on a regular basis.	Councillor Grimes
SC14/22	KEY PERSON INSURANCE COVER The cover in place at the time of the Clerks illness is capped at £150 per week. It was agreed that the cover should now be invoked to help meet	

	<p>the cost of additional support. The cover has been increased with the policy renewal to £400 per week.</p> <p>RESOVLED:</p> <p>Key person cover be invoked from 19 April 2022</p>	Deputy Clerk
SC15/22	<p>ROLE & RESPONSIBILITIES OF THE DEPUTY CLERK</p> <p>Members reviewed the current contract and role description. Whilst it was considered that the job description is in the main an accurate reflection of the role, additions needed to be made to reflect line management responsibilities which include effective line management of the Outdoor Services Officer along with recognition of increased involvement in the financial processes of the Council. Prior to the increased responsibility the post was graded at PO1</p> <p>The Deputy Clerk left the room whilst the Committee discussed the role and grading.</p> <p>RESOLUTION</p> <p>(i) The post be regraded to PO2 remaining on the same salary point to be reassessed on successful completion of CiLCA.</p> <p>(ii) A temporary increase in salary in recognition of increase in duties and responsibilities (Acting Clerk/RFO) be awarded, backdated to 19 April for a period of 4 months at pt. 39.</p>	
SC16/22	<p>ADMINISTRATIVE COVER</p> <p>Members noted the increased level of workflow and the need for study and leave cover. The preferred option to meet this short-term need was to engage an agency worker suitably skilled to take on day to day office tasks.</p> <p>A quotation had been obtained from Brook Street who hold DWP / HMRC/ NHS contracts based on a basic admin scale the fees would be circa £28</p> <p>RESOLVED</p> <p>(i) Administrative cover be arranged for 16 hours per week for a period of 12 weeks</p>	Deputy Clerk
SC17/22	<p>DATE & TIME NEXT MEETING</p> <p>TBA</p>	