



**MINUTES OF THE STAFFING COMMITTEE OF EAST BEDLINGTON PARISH COUNCIL
HELD ON FRIDAY 3 SEPTEMBER 2021 AT 2:00 PM.**

Present:

Councillors:

Helen Bradford (Chair)

Bill Crosby

Keith Grimes

Paul Hedley

Allan Stewart

1. APOLOGIES FOR ABSENCE

There were no apologies.

2. MINUTES OF THE PREVIOUS MEETING (1st April 2021)

The minutes of the previous meeting were agreed as a true record and there were no matters arising.

3. DISCLOSURE OF INTERESTS & REQUESTS FOR DISPENSATION

There were no declarations or request for dispensation from Members. However, the Clerk declared an interest in agenda item 5, which potentially impacted on his terms and condition of employment. He also reminded Members that the Outdoor Services Officer is his son.

4. EXCLUSION OF PRESS & PUBLIC

To consider whether to exclude the press and public on the grounds that the following agenda item involves the discussion of confidential staffing matters.

RESOLVED

That the press and public be excluded from the remainder of the meeting due to the confidential staffing matters that would be discussed.

5. STAFF RESOURCE REQUIREMENTS / SALARY ESTIMATES 2022/23

The Clerk outlined the requirements of the Council's Standing orders to carry out a review of Staff's Pay and conditions prior to setting the Annual Budget and a contractual obligation to carry out annual staff appraisals.

He advised that a comprehensive review of staff contracts and job descriptions had been carried out during February 2021 together with a benchmarking exercise to review the Clerks pay grade. It was agreed that staff appraisals should be completed prior to finalising the budget. The Clerk reminded members of his desire to reduce his working week to 3 days.

Referring to his report, he outlined the main factors impacting on resources in 2022/23 which included new working groups, absorption of EBCC financial administration, the resurrection of Gallagher Park Live, the Deputy Clerks training requirements, work associated with regeneration projects and his aspiration to reduce his working week.

Referring to Appendix B, he provided financial forecasts for 2022/23 based on the existing establishment and that of a reduction his working week to 3 days. Revised salary estimates were provided taking account of the aforementioned from both the 1st April and 1st October 2022. The Clerk advised that his reduction in working hours would need replacing to ensure essential office cover.

Members deliberated how efficiency savings could be achieved and questioned whether 2 Clerks were needed at all meetings, whether tasks carried out by the Clerk could be delegated to other staff and subject to identifying appropriate work, whether the Outdoor Services Officer could increase his hours. It was acknowledged that regeneration projects would impact on the Clerk's time and Councillor Grimes suggested that a Project Manager could be costed into any bid for Borderland's funding.

RESOLVED.

The Staffing Committee recommend that,

- 1) The Clerk & RFO's working week be reduced to 3 days with effect from 1st October 2022.**
- 2) The Deputy Clerk's study leave (20 days) were approved.**
- 3) Staff appraisals be carried out in early December.**
- 4) The Clerk identifies efficiency savings through rationalization of attendances at Council Meetings and Working Groups.**
- 5) The Clerk identifies work that can be delegated to other staff members and explores the opportunity to increase the Outside Services Officer's time.**
- 6) A further report outlining proposals to fill any remaining resource deficit be prepared as necessary.**

6. ANY OTHER BUSINESS

There were no other items of business.

7. DATE OF NEXT MEETING

Date to be confirmed in December.

STAFFING COMMITTEE COUNCILLORS: Paul Hedley, Allan Stewart, Helen Bradford (Chair), Bill Crosby and Keith Grimes.