



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 25th NOVEMBER 2024

- 1. Present:** Councillors: B. Walton (Chairman) N. Ingledew; D. Dorey;
M. Tye; T. Walton;
M. Carey (Clerk)
- 2. Apologies:** H. Barbrook (Assistant Clerk)
- 3. Public Question Time** There were no members of the public present
- 4. Minutes:** The Minutes of the meetings held on 23rd September and 4th November 2024 were agreed and signed as a true record.

There were queries over item 6 in the Minutes of the 23rd September as there were no times shown for when the Office would be open. This was on the Agenda and was discussed later.

5. Machinery and Tools:

- a. **Update of tools inventory:** The tools inventory is being update- PPE to be added.

Action: To be completed by the Clerk and the Open Spaces Manager by 27th January 2025

- b. **Tool requirements 2025-26:** For Health and Safety reasons a new Safety Cage ladder purchased at a cost of £674.16 + vat = £808.99

A wish list for tools had been drawn up and money put in the budget for this.

6. Office equipment/service provider:

It was agreed to ask the IT service provider to check that both office laptops are being backed up to report back to the next meeting.

Action: Clerk to speak to the IT provider and also to ask him to submit an invoice for work carried out.

A reconditioned laptop is being set up for the Open Spaces Workers with a new .gov.uk email address.

7. Staff:

- a. **Update on Open Spaces Worker/Cleansing and Maintenance Operative recruitment**

The adverts for both positions had gone out
Deadline for applications – 6th January 2025
Short listing of applications - 7th January 2025
Interviews - week commencing 13th January 2025

The draft Job Application forms for the Open Spaces Worker and the Cleansing and Maintenance Operative had been circulated and were discussed, amended and agreed.

Draft Contracts had been drawn up and were discussed and suggested amendments made. The Clerk and Cllr Dorey will check leave entitlement and working on bank holidays for the Cleansing and Maintenance Operative with WALC and agree wording for the Contract

Action: Clerk and Cllr Dorey to check the leave entitlement/working on bank holidays and agree wording for the Contract

- b. **Council Cleaner:** It was reported that time sheets are being completed and there are no issues
- c. **Current Clerk's succession planning:** Options for the recruitment were discussed and it was agreed that this should be for more than 18 hours – preferably for about 30 hours a week or full time or a job share. If possible this should be someone with CILCA training.

Committee members were asked to consider the options and this will be discussed further at the next meeting with the advert going out in February to start at the beginning of April with a handover period of about one month.

The Clerk's hours had reduced to 24 hours a week from the beginning of November. However, she has been keeping a note of her hours and it was **recommended** that the additional hours worked be paid monthly in arrears.

It was agreed that it is not necessary for both clerks to attend the personnel and full council meetings. To reduce the load on Margaret, Helen could cover the Full council meetings January to March but Chairs of committees not covered by Helen would need to be on top of the details of their meetings.

The Clerk and Assistant Clerk were asked to keep a note of hours worked.

At the September meeting it was agreed that from January the Clerk and Assistant Clerk would work 18hours each per week and the Office would be covered as follows:

Monday morning-Clerk
Monday afternoon-Assistant Clerk
Tuesday-Clerk
Wednesday-Clerk and Assistant Clerk
Thursday afternoon-Assistant Clerk

The regular meetings would be additional, shared between them

This will be discussed with the staff at the next staff meeting on Wednesday 11th December. It needs to be agreed when the Council office will be open to members of the public.

It was agreed that the office staff do not need to attend the Committee walk round.

8. Items for discussion:

- a. **Pay Award:** A statutory pay award of an increase of £1290 pa (pro rata) backdated to 1st April 2024 had been announced.

It is **recommended** that this be agreed by Full Council.

- b. **Redundancy Policy:** This had been circulated.
It is **recommended** that the policy be adopted with no changes. To be reviewed in two years time or earlier if there is a change in legislation.
- c. **Safeguarding Policy:**
It was **recommended** that the policy be circulated to all Councillors to agree at Full Council, with the named person as the Clerk.

All Councillors to complete on-line Safeguarding Training.

DBS checks: It was agreed to get basic DBS checks completed for the Open Spaces staff and the Cleansing & Maintenance Operative.

- d. **Forward Plan and Asset Register:** This had been circulated and was discussed. An Action Tracker had been added.
It was agreed to discuss Forward Plans further at the Finance & Governance meeting.

Committee Chairs to email any additional jobs to the Clerk

Time Sheets data: This had been circulated
Committee Chairs to look at their priorities for staff

9. Items of report and future Agenda items:

- a. It was asked if the staff photos on the website could be updated.
- b. Manual Handling Policy – Agenda for January 2025

10. Date of next meeting: 27th January 2025

Chair

Meeting closed at 8.55 pm