**Minutes of the Staffing Committee held at The Gladys Bevan Hall, Upper Beeding**

**on Tuesday 12th March 2024 at 7.30pm.**

**Present: Councillors:** S. Birnstingl, J Cannon,B**.** Harber (Chairman), T Kardos and C Warren.

**Also present: Clerk:** Stephen Keogh

**Maintenance Manager:** John Young

**S: 0324:01 Apologies for absence**

There were no apologies for absence received.

**S: 0324:02 Declaration of Councillors personal or prejudicial interest**

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).

There were no additional Declarations of Interest.

**S: 0324:03 Minutes of the last meeting**

The minutes of the meeting held on8th March 2022 were approved as a true and accurate record. Proposed Cllr Kardos, seconded Cllr Birnstingl and agreed.

**S:0324: 04 Public Adjournment**

None present.

**S:0324: 05 Review of Policies:**

[**Grievance Policy**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EYJMCEOo3-dOvH56Q1aN0PoBR_GgsOTYn3TiNw9Aah4_yQ)

It was **AGREED** to recommend to **FULL COUNCIL** that no changes are required at the current time.

The Clerk explained that there is a recommendation from WSALC that the grievance panel and appeal panel members be agreed at the Annual Council in May.

It was **AGREED** to add this to the Annual Council agenda.

**Training** [**Policy**](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/ER51oRDhoOtBrBscIcgMPeABIOUGFsxfXxtRc75SigQH6Q)

It was **AGREED** to recommend to **FULL COUNCIL** that no changes are required at the current time.

Members should be encouraged to attend training when the courses are available.

**S:0324: 06 Confidential Session**

Under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item S:0324:07 may involve disclosure of personal or privileged information which would be inappropriate to put in the public. Proposed Cllr Birnstingl, seconded Cllr Cannon and agreed.

**S: 0323:07 Staffing Matters**

Staff [Update](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ERZ3_zKLtypGgmpOm7RhC7MBTK_zkJ4jOkahKIQWSBO8lA)

The Clerks report, circulated with the agenda was **NOTED.**

The staff appear to be enjoying their work at the current time.

The Maintenance Manager commented that he has sometimes had weather affected periods where the work cannot be completed in good time, however he does balance that out by working extra in the spring and summer.

Members were grateful for the work he does and discussed the various areas of his work.

The Maintenance Manager job description is to be circulated to the Committee members.

Members also asked that if there are any spare hours, that the Maintenance Manager could help other groups in the Parish. This could be paid for or have an ‘in kind’ arrangement.

The other issue which was raised was that the maintenance manager needing a vehicle. Currently he uses his persona vehicle but has plans to replace this and is not keen to have the new vehicle to move dirty items and rubbish.

The Clerk stated that there have been some changes to the budget and there may be some fund available this and next year.

The Clerk was charged with investigating options for the purchase of a vehicle.

The Clerk reported that he is very happy in the current position and the job was providing a good challenge.

There are a number of large projects beginning to take shape.

The skate park ahs received a financial boost which may lead to the first phase being completed.

The riverside walk may also start in the summer of 2024.

The office development may be completed by the summer 2024.

Cllr Harber thanks the Clerk for being willing and flexible enough to move into the sports hall, which although not ideal, it is free and provided an alternative location when the office at the Gladys Bevan Hall was no longer available.

1. Appraisals – [Form](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EVz_OoGXZ95MnqmBgoTTghsB16R82FZQgSjSvJqRE77ndQ)

It was agreed that the NALC appraisal form would be used for the Clerk appraisal.

The form would be circulated to the Committee Members to be completed, then other members of the Council will be asked their comments, before the appraisal takes place.

1. JPYC – Managing Youth Staff

The Clerk highlighted that the JYPC would need one of the 3 local Clerks to manage the Youth Worker and their assistant(s).

The location for the service would be the Sports Hall, Parish Council office and therefore it was felt that for the first two years, the team would be managed by the UBPC clerk.

There is a chance that as the service develops, there may be a need or opportunity for alternative locations for an office etc.

The service is supervised by the JPYC Members so the direction for the service would be dictated by these decisions the Parish Clerk’s role would be to provide support and advice.

If it does impinge on the work of the Clerk, there may be a need to review this situation.

**S: 0323:08 Matters raised by Councillors**

There were no matters raised.

There being no other business the meeting concluded at 8.10pm