

HAYDON WICK PARISH COUNCIL

Minutes of the Personnel Sub-Committee Meeting, held in the Parish Council Offices on Wednesday 21st September at 1.00pm.

In attendance: Councillors L Rhys-Jones (Chair), E Baker Lee, V Manro and R Ross.

Officer: Georgina Morgan-Denn, Chief Officer/Clerk & RFO

1. Apologies for Absence

There were apologies received from Councillors A Roupelis (work commitments) and R Hailstone (personal commitments).

2. Declarations of Interest

There were no declarations of interest.

3. Chairman's Announcements

There were none.

4. Minutes

RESOLVED: That the minutes of the Personnel Sub-Committee held on 16th March be signed as a correct record.

Proposed: Councillor R Ross

Seconded: Councillor V Manro

Vote: Agreed with two (2) abstentions.

5. Staffing Matters

The Chief Officer presented a staffing report which is held confidentially. After discussion the following was agreed:

5.1 Cost of Living Crisis Staff Support Package

- A) **RESOLVED:** To recommend to Full Council Implementing the National Joint Councils (NJC) Cost of Living Pay Offer for all employees from 1st October 2022. The overbudget impact of the pay award is an additional £15,210.00.
- B) **RESOLVED:** To recommend to Full Council to adopt the Financial Assistance Policy with the introduction of a Hardship Fund scheme. There will be no impact on annual budgets.
- C) **RESOLVED:** To recommend to Full Council the introduction of a short-term Staff Larder Scheme to run from October to March using budget available from £1,000 101 / 4040 and £1,000 307 / 4040.

Proposed: Councillor E Baker Lee

Seconded: Councillor R Ross

Vote: Agreed unanimously.

5.2 Compressed Hours Policy & Working Week Reduction

After discussion the Sub Committee requested further information on the impact of service levels if the Compressed Hours Policy were to be introduced. The Chief Officer is to obtain statistics for call times and grounds maintenance issues attended to 12.30pm on Fridays. Item to be deferred awaiting further information.

The Sub Committee discussed the merits of reducing the contractual working week from 37 to 35. However, concerns were raised to ensure the core opening times below would be unaffected by the proposal and the Chief Officer reassured members that these would be maintained. Members concluded reducing the working week to 35 hours would be a benefit to the Council and agreed to the proposal to recommend to Full Council.

Democratic & Governance Team

Monday-Thursday 08.00 to 16.00

Friday 08.00 to 15.30

Parks & Open Spaces Team

Winter

Monday-Thursday 07.30 to 16.00

Friday 07.30 to 15.30

RESOLVED: To recommend to Full Council reducing the working week from 37 hours to 35 hours, on the proviso the core office opening hours and grounds maintenance service is maintained. The Council will issue contract variations to all employees, working hour variations and changes to the staff handbook on overtime and time off in lieu (17.1, 28.1, 28.4).

5.4 Memory Café Co Ordinator Contract

RESOLVED: To recommend to Full Council using EMRs to extend the Memory Café Co Ordinator's contract until March 2023. Budget required is £10,908.83 from £15,353.25 funds available.

Proposed: Councillor E Rebecca Ross

Seconded: Councillor V Manro

Vote: Agreed unanimously.

5.5 Chief Officer's Current Working Arrangement

Members were informed that due to personal reasons the Chief Officer has been working reduced hours since January 2022. She maintains a timesheet of hours worked and communicates regularly with the Chairman and Vice Chairman when her working hours are changed because of a family emergency.

5.6 Chief Officer Absence - Contingency Plan

Members were informed that due to the Chief Officer's ongoing personal circumstances, there may be a period in the future when the Chief Officer must go on prolonged compassionate and bereavement leave, requiring the Deputy Clerk and Deputy RFO to assume additional responsibilities.

5.7 Occupational Health Referral

Members noted the outcome of a colleague's recent Occupational Health Referral and supportive measures that the Council had put in place. A timeline of events has been created for the Chief Officer & Deputy Clerk to monitor and build a case in line with Wiltshire Council's HR guidance.

5.8 Youth & Community Co-ordinator Flexible Working Arrangement

Members noted a Flexible Working Request had been formally submitted and authorised by the Chief Officer to amend the hours for the Youth & Community Co-ordinator. To be reviewed at the end of January 2023.

5.9 Absence Monitoring Cases

Members noted the current absence monitoring cases and steps to support and reduce further absenteeism.

6. Items for the Next Agenda

None were received.

The meeting closed at 14.00

Chairman: _____