

# MARKYATE PARISH COUNCIL

---

## **MARKYATE PARISH COUNCIL**

### **MINUTES OF MARKYATE PARISH COUNCIL STAFFING COMMITTEE MEETING HELD ON TUESDAY 9 NOVEMBER 2021 AT 1:00PM IN THE Y2K HALL, MARKYATE, HERTS, AL3 8PS**

**Present:** Cllr P Bunyan, Cllr R Peterson, Cllr S Pilkinton

**In attendance:** Mrs J Bissmire, Clerk/RFO

#### **S25/21 APOLOGIES FOR ABSENCE**

No apologies received.

#### **S26/21 DECLARATIONS OF INTEREST**

- a) To receive declarations of interest from councillors on items on the agenda.  
Cllr R Peterson declared an interest in item S32/21.
- b) To receive written requests for dispensations for declarable interests  
None.
- c) To grant any requests for dispensation as appropriate.  
None.

#### **S27/21 PUBLIC QUESTIONS, TO HEAR REPRESENTATIONS FROM THE PUBLIC AS PER STANDING ORDER 1 (c to j).**

No Public questions

#### **S28/21 TO APPROVE AND SIGN THE MINUTES OF MARKYATE PARISH COUNCIL STAFFING COMMITTEE MEETING HELD ON 1 SEPTEMBER 2021**

To confirm the Minutes of the Staffing Committee Meeting held on Tuesday 1 September 2021 as an accurate record of proceedings.

**Resolved**, proposed Cllr S Pilkinton, seconded Cllr R Peterson that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman.

Unanimously agreed.

**Action: Clerk**

#### **S29/21 STAFF WORKING HOURS**

A schedule was circulated prior to the meeting giving full details for staff working days and hours.

**Agreed:**

- Office opening hours to be posted on office door.
- It was noted staff are requested where possible to ensure private appointments are scheduled for non-working days.
- In an emergency should staff need to leave the office early, permission must be requested from the chairman, by email/phone/text.
- In the absence of the Chairman, the Vice Chairman or Line Manager should be contacted.

**Action: Clerk**

#### **S30/21 REVIEW OF PARISH COUNCIL STAFFING**

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-2021 to be implemented from 1 April 2020. UNISON and GMB both voted to accept whilst Unite voted to reject. However, in line with the Constitution of the NJC, Unite accepts the collective majority decision of the other unions that the pay award will now be implemented. The new rates for allowances, up rated by 2.75 per cent. Staff Hours/Salary Scale

- The Deputy Clerk/RFO NALC & SLCC salary scale SCP25
- The Clerk/RFO at 12 hours per week, NALC & SLCC salary scale SCP28
- The Financial Officer/Halls Administrator NALC & SLCC salary scale SCP13

The hourly rate of Caretakers/Cleaners was confirmed plus openings and closings.

**Action: Clerk**

# MARKYATE PARISH COUNCIL

---

**The Clerk left the meeting at 1.15pm**

**S31/21            EXCLUSION OF PRESS AND PUBLIC**

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of agenda item S32/21 as publicity would be prejudicial to the public interest due to confidential nature of the business to be transacted, namely

**S32/21            STAFF MATTERS**

Staff timesheets and Annual Leave Records were circulated at the meeting.

It was agreed staff must attend the office but due to Covid infection high rates at this time, home working will also be permitted at per schedule circulated.

Caretakers hourly rate of pay was discussed and agreed to review when new hirers are fully running. It was agreed no dogs are permitted in the Y2K Hall due to potential dog hair allergies.

**S33/21            EMPLOYMENT LAW EXPERT**

Deferred due to updated Job Descriptions and Contracts of Employment accepted and sickness issue has not recurred.

There being no other business the meeting closed at 1.30pm

Appendage: Staff working days/hours