

MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE
held at Blaby Civic Centre, 22-24 Leicester Road, Blaby
at 7.00pm on Tuesday, 18th June 2019

PRESENT: Mrs S Skeemer (Chairman),
Mrs M Broomhead, Mr M Harbot, Mr M Sheikh & Mrs V Jepson (Manager).

S/P.237 1. ELECTION OF CHAIRMAN FOR THE COMING YEAR

RESOLVED: Cllr Mrs Skeemer is elected Chairman of the Staff, Policy & Finance committee for 2019/20.

S/P.238 2. ELECTION OF VICE-CHAIRMAN FOR THE COMING YEAR

RESOLVED: Cllr Mr Sheikh is elected Vice-Chairman of the Staff, Policy & Finance committee for 2019/20.

S/P.239 3. APOLOGIES FOR ABSENCE

Apologies for absence are received from Mr Harding & Mr Akrody the reasons for which are approved.

S/P.240 4. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT – None.

S/P.241 5. TO CONSIDER STAFFING MATTERS

RESOLVED: Standing Order No.24 is to be invoked. That under Section 100a (4) and Sch.12A of the Local Government Act, 1972, the public be excluded from the meeting for the following items on the grounds that the items involve the likely disclosure of exempt or confidential information. (Confidential Report BPC49).

All members have been issued and considered the staff report.

a) Senior Grounds Person / Handy Person

Interviews for the role of Senior Grounds Person / Handy Person were carried out on Monday, 10th June 2019 and the report is noted.

b) Receptionist / Admin Clerk

On Friday, 7th June 2019 the Receptionist / Admin Clerk left the employment of Blaby Parish Council.

c) Staff Holidays

Due to the recent resignations both the office and grounds will be short staffed for a while and there will be some days where there will be nobody in the office, a notice will be put on our emails and on the Councils website.

d) To Consider New Office Staff Role

AGREED: The new office role is to be advertised as an Assistant Manager.

AGREED: The manager, Cllr Mrs Skeemer, Cllr Mr Harding & Cllr Mrs Broomhead are to meet and consider the job description.

e) Payroll & Pension

A quotation has been received from a payroll organisation to process the payroll including the pension, submit the monthly RTI to HMRC and create the following reports for the Parish Council:

- Payslips
- Gross to net pay report
- P32
- Pension report

The fee for providing the payroll service for 7 employees paid monthly is £22.00 a month.

The fee for providing a pension scheme returns for 7 employees paid monthly is £10.00 - £15.00 a month depending on the complexity of the return.

A year end pension return is £15.00 and to complete a p11d return is £15.00.

RESOLVED: Accept the quotation received from DM Payroll Services Ltd to carry out the Parish Councils payroll priced at £22.00 per month to cover 7 members of staff and the pension priced at between £10.00 - £15.00 per month to cover 7 members of staff also the year end pension return at £15.00 and the P11 returns at £15.00.

RESOLVED: Standing Order No.24 is to be revoked.

S/P.242 6. TO REPORT UPDATE ON STAFF TRAINING

On Thursday, 6th June 2019 the manager and events clerk attended a one-day training course called Memorial Management Inspection Workshop, the course was very informative.

S/P.243 7. TO CONSIDER THE STAFF & APPEALS COMMITTEES

Previously the Council has had a Staffing and Appeals committee where the following members would have been appointed:-

Staffing Committee: - 5
Chairman, Council
Chairman, Staff, Policy & Finance
Chairman, Planning
Chairman, Estates & Community
Plus One

Appeals Committee: - 5
Vice Chairman, Council
Vice Chairman, Staff, Policy & Finance
Vice Chairman, Planning
Vice Chairman, Estates & Community
Plus One

Since we have employed a HR company, we have not had to use these two committees as the HR company advise us of what process we should take if required.

AGREED: Members agreed to dissolve the Staffing & Appeals committee and be guided by the HR company if and when required.

AGREED: If required the Council's Chairman, Vice-Chairman and committee Chairmen's and Vice-Chairmen's will be called upon.

S/P.244 8. TO CONSIDER THE COUNCIL'S ASSESTS REGISTER

All members considered the Staff, Policy & Finance committee asset register.

AGREED: As this is a working document the manager has authority to make any amendments required during the year and submit it to the council's insurance company when necessary.

S/P.245 9. TO REVIEW AND CONSIDER COUNCIL POLICIES

All members considered the proposed polices, Employment Policy 13 – Smoking (Inc E Cigarettes), Employment Policy 14 - Dress Code and the revised Employment Policy 1 – Email & Internet.

a) Employment Polices 13 - Smoking (Inc E Cigarettes)

AGREED: Members considered and approved the council's employment policy 13 - Smoking (Inc E Cigarettes).

b) Employment Polices 14 – Dress Code

AGREED: Members considered and approved the council's employment policy 14 – Dress Code.

c) Employment Polices 1 – Email & Internet

AGREED: Members considered and approved the revised council's employment policy 1 – Email & Internet.

S/P.246 10. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY – None.

S/P.247 11. CHAIRMAN'S TIME

Thank you all for attending and thank you for nominating me as Chairman of this committee.

MEETING CLOSED: 8.00PM