

ROTHBURY PARISH COUNCIL

Minutes of Staffing Committee meeting held on Wednesday 3rd July 2024 commencing 6pm in the Dovecote Room, Jubilee Institute

Those Present: Cllr Devlin (Chairman), Cllr Old, Cllr Milne, Cllr Colquitt

In Attendance: C Miller (Clerk/RFO), D Nicholson (Support and Development Officer)

RPC/STAFFING/24/24 Apologies for absence

There were no apologies for absence.

RPC/STAFFING/24/25 Declaration of Members Interests

There were no Declaration of Members Interests.

RPC/STAFFING/24/26 Minutes of previous meeting held on Wednesday 10th April 2024

RESOLVED:

Members agreed the minutes of the previous meeting held on Wednesday 10th April 2024 were a true record further to deletion of "it is important the Council protects itself by making sure any staffing investigation is independent. A trade union official should be able to be present at the formal stage of an investigation, to advise and support employee(s)."

RPC/STAFFING/24/27 Employment support. Members to review existing H.R. contract with Worknest.

Clerk advised being in a difficult position, having only become aware the current Worknest contract runs until February 2025. Having no detail or sight of the contract, Clerk could not make comment at the present time, and requested a copy of the document. The Chairman undertook to provide the contract and the Parish Council Support & Development Officer was asked to advise the procedure for the Council to access H.R. support.

RESOLVED

The Support & Development Officer was asked to examine the contract and advise the Council on the terms of the contract and any necessary delegation of authority.

RPC/STAFFING/24/28 Employment support. Members to consider quotation(s) for future H.R. and H&S support.

Further to recommendations in the internal audit report relating to Risk Assessments, Clerk had researched options with companies who offer H.R. and H&S support. Support & Development Officer advised the Council needs to consider the requirements of the contracted and self-employed members of staff in terms of risk assessment training.

RPC/STAFFING/24/29 Occupational Health support. Members to consider quotation(s) for support.

County Council offer an occupational health support service. A triage appointment by an OHU nurse could be arranged within 3 weeks of referral. If physio is required this can usually be arranged quickly via appointment at Wansbeck hospital. If the issue requires psychological support the wait can currently be longer.

Clerk queried whether there was an advantage to occupational health support as opposed to visiting an NHS doctor. In some instances an occupational health service may not be able to assist and further independent advice required. Members noted that occupational health service is there to advise the council, not necessarily the employee, and that the councils governance review will provide the opportunity for detailed consideration of support services.

The outstanding invoice will be the subject of clarification outside of the meeting to allow the Support & Development Officer to advise the council.

RESOLVED:

Member's were minded to enter into an H.R. contract with County Council, on the receipt of further clarification relating to their Occupational Health services.

RPC/STAFFING/24/30 Parish Council Sickness Policy. Members to consider draft policy for recommendation to full Council.

RESOLVED:

Members to recommend full Council adopt the policy at their meeting 10/7/24.

At 730pm the meeting adjourned to allow attendance elsewhere, agreeing that it would reconvene immediately before the Parish Council meeting 10/7/24.

The Committee reconvened 10/7/24 615pm to complete the agenda

The Council is invited to consider the following resolution: That under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following items on the agenda, as the item involves the discussion of personal information.

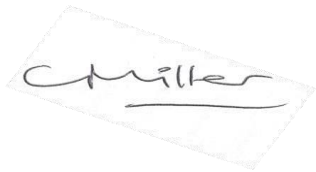
RESOLVED:

Members agreed a private session would be held.

RPC/STAFFING/24/27 Employment support. Members to review existing H.R. contract with Worknest.

1.Worknest Contract. Support & Development Officer advised there was no formal contractual obligation to the Parish Council arising from the documentation he had reviewed other than agreement to a scale of charges. He had viewed procedures for delegation and advised they would require review by the Parish Council to accommodate future requests for work to outside agencies.

The next meeting of the Staffing Committee will be held on Wednesday 24th July 2024 commencing 6pm in the Dovecote Room, Jubilee Institute.

A handwritten signature in cursive script, appearing to read "C. Miller", is enclosed within a faint, rectangular border.

Claire Miller, Clerk/RFO

The meeting closed at 645pm

DRAFT