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## Bishop Monkton Parish Council Staffing Committee Minutes

### MINUTES OF THE MEETING OF BISHOP MONKTON PARISH COUNCIL STAFFING COMMITTEE HELD ON 30TH JULY 2024 IN THE METHODIST ROOM.

**Commenced:** 19.00 hours  
**Concluded:** 20.00 hours  
**Attending:** Cllr Dean Culshaw (Chair)  
Cllr Gareth Sargeson  
Cllr Steve Oliver

### Introduction

- Cllr. Culshaw introduced the inaugural meeting of the Staffing Committee (SC) explaining that the absence of a committee has meant that several areas of responsibility as an employer have been neglected.
- A brief discussion of the scope of the terms of reference followed to outline those areas that needed the most urgent attention.

### Administration

- There is only one employee, the Clerk. The PC is the employer, the Staffing Committee is the line manager.
- It was agreed that Cllr Culshaw will serve as Chairman of the SC and liaison officer to the Clerk to build on existing established relationships.
- A major requirement for the PC is to establish a set of files to support the SC, admin, meeting minutes, agenda items. Additionally, Employee related files need setting up to contain employment contracts, payroll, performance information. Cllr Oliver suggested Microsoft 365 might have all the solutions that we need, cloud based, secure. Additionally it can be scaled up to provide the wider PC with much needed accessible storage, domain names and email addresses etc. there was also a discussion over whether a payroll company might be engaged as a solution, this would provide timesheet management, payroll administration and management of sick leave, holidays, overtime etc.

Signed \_\_\_\_\_

Dated \_\_\_\_\_



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## Confidential discussion

At this point the Public were excluded so that confidential items could be discussed. The committee decided that sharing any recordings of its meetings was inappropriate given the confidential nature of its remit and that recordings were to aid accurate minutes only and then to be destroyed.

Key areas of discussion were:

- Continued absence over the clerk without any real sense of when a return to work is expected. The clerk indicated by text to Cllr Culshaw that a GP appointment was imminent, and this would determine a Return to Work (RTW) date.
- It was agreed that as employer the PC needed to handle the whole subject of RTW with caution, for instance the backlog of work needs prioritising so that important items like payment to creditors get done first. It will be crucial to work with the clerk on identifying and prioritising those items.
- At an earlier meeting the PC approved the use of a locum and this could be highly valuable in managing the RTW workload, however clearly this needs sensitive handling as both clerk and locum will need to cooperate in order to facilitate the return to work.
- Managing the RTW brings an opportunity to reset the PC/Clerk interface and by identifying “stress” points it should be possible to take the heat out of some of those points of contact. For example,
  - on agenda items, we should establish a simple proforma for submitting agenda items to the clerk so we avoid emails requesting more information before something can be added.
  - Review of workload, the clerk is contracted to do 6 hours a week, how much time is available for the clerk to do anything over and above monthly routine work, can Cllrs pick up some of this work?
  - Annual performance review, depending on RTW dates this is pencilled in for some time in September although with current workload that may slip slightly until we’re fully caught up. It was felt to be important not to rush this aspect whilst facilitating the RTW.

Signed \_\_\_\_\_

Dated \_\_\_\_\_