

ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held on Wednesday the 10th August 2022
8.15pm at the ClayTAWC Centre, Fore Street, St Dennis.

Present: Cllr Burnett (Chair), Cllr Taylor (Vice Chair), Cllr Clarke, Cllr Mrs T Edmunds.

In Attendance: Lynn Clarke, Parish Clerk.

S13/22 Apologies

None. Cllr Sinnott absent

S14/22 Declarations of Interest

None Declared.

S15/22 To discuss and agree access to work emails within GDPR guidance for business continuation.

It was **Resolved** to allow the Clerk to access emails whilst on leave to ensure business continuity. Emails are to be accessed online from a password protected device. No work will be undertaken but emails requiring action will be forwarded for the attention of the office. All present in favour.

S16/22 To discuss and agree how casual staff additional hours are allocated.

To enable swifter completion of projects, it was **Resolved** – For the Clerk to notify the Staffing Committee prior to work being undertaken. Additional hours worked to be put forward to the Committee for retrospective approval following completion of the work. All present in favour.

Lynn Clarke left the room

S17/22 To carry out a review on the Clerk working from home.

Resolved – To allow the clerk to continue working from home as previously agreed and set out in agreement letter. All present in favour

Lynn Clarke was invited to re-join the meeting.

S18/22 To review reporting procedures for casual staff working on Saturdays.

It was **Resolved** for casual staff to report to their line manager on Saturdays to give continuity for staff. All present in favour.

Standing Order 1c

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'

S19/22 To adopt the minutes of the Staffing Committee Meeting held on the 29th June 2022.

It was **Resolved** to accept the minutes with one amendment to S5/22 Cllr Burnetts name was mis spelt. All present in favour.

S20/22 To agree the salary increase for 2022 – 2023.

Deferred – Confirmation for salary scales has not yet been received.

S21/22 To review office working hours.

This was discussed at length; it was agreed that additional hours are required for the office, but this needs to be reviewed in more depth. It was **Resolved** To increase the Clerk's additional hours allowance to 15 per week on a temporary basis (2 months). All present in favour

S22/22 To agree the salary Scale and the contract for the temporary member of staff.

Resolved – To agree the contract. Pay scale to be set at SCP 2 raising to SCP 3 on satisfactory completion of the probation period. All present in favour.

S23/22 To review the management reports and identify any additional information that may be required.

It was agreed that the report provides sufficient information and does not need amending at present. All present in favour.

S24/22 Matters arising.

None

There being no other business the Chairman closed the meeting at 21.30pm.

Signed.....Date.....

Chairman of the Staffing and GDPR Committee Meeting