



ST ANDREWS PARISH COUNCIL

Minutes of the Staffing Committee Meeting held on
Wednesday 31st July at 7:00pm at the Parish Offices, Redhouse
Community Centre, Frankel Avenue

Councillors Present: Mary Friend, Steve Heyes, Sue MacDonald, Vera Tomlinson (Chairman) and Paul West.
Councillors Absent: Daniel Adams and Jake Chandler.
Officer Present: None, minutes taken by Otter AI App
Public Present: None

1. APOLOGIES FOR ABSENCE

None

2. DECLARATION OF INTERESTS

None

3. ELECT A VICE-CHAIRMAN

Councillor Friend was proposed, and the nomination was unanimously supported

4. OCCUPATIONAL HEALTH SCHEME FOR PARISH STAFF

Members discussed the need for a scheme since it has now become apparent St Andrews Parish is one of the very few that do not offer a scheme.

It was agreed that the Grounds Maintenance Manager would request costings from three suppliers used by other parishes in Swindon and a paper would be produced recommending a scheme for St Andrews to be discussed at Full Council.

5. INTRODUCTIONS OF TEAMS FOR COUNCILLORS AND MANAGEMENT TEAM

It was agreed to consider modernising working practices, improving communication, coming into line with most other Councils and SBC reducing the use of paper.

Councillor Heyes will bring a case and potential costs to the full council.

THERE WAS NO REQUIREMENT FOR PUBLIC RECESS

MOVED TO EXEMPT SESSION

6. COMMITTEE OF 3

To form an appeals panel to complement the grievance panel the council already has.

7. ADMINISTRATIVE OFFICER

It was agreed that our Administrative Officer has made a very good start. Due to the absence of the Clerk, the administration officer has needed to seek out information to complete her tasks rather than being formally trained in addition, she has covered some of the Clerk's duties. Hence her performance during her probationary period has been to a very high standard and the committee were pleased to agree that her probation has been completed and she will be moved to a permanent employee from 1st August 2024.

On confirmation of completion of the probationary term, the committee recommended an uplift of 1 scale point from 18 to 19 which will lead to a small pay increase also effective from 1st of August.



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As the full council need to approve the decision at the September meeting the pay increase will be backdated to 1st of August once agreed.

8. COMMUNITY CENTRE MANAGER

The Community Centre Manager will be taking an extended leave of absence from the late part of the year. A discussion was held about how the position may be covered. It was deemed likely that the Administrative Officer may cover the position in addition to her own duties. A recommendation will be made to the Full Council to proceed on this basis with a supporting business case.

The meeting closed at 19.50.

Chairman: _____ Date _____