



North Luffenham Parish Council

Minutes of the Staffing Committee of North Luffenham Parish Council held on Thursday, 18th January 2018 at **3pm** in North Luffenham Community Centre.

There were no members of public in attendance.

1. **Election of Chairman:** Cllr Riordan was elected as Chairman for the purposes of the current meeting, but she was unwilling to take on the role of Chairman of the Staffing Committee.
2. **Apologies:** none
3. **Declarations of Interest:** none
4. **To consider issues relating to the clerk's working hours:** reference was made to the paper previously circulated by Cllr Riordan and subsequent response by the Clerk. It was established that:
 - a. there may be potential to reduce the time spent producing Minutes, depending on the acceptable level of detail by NLPC
 - b. there may be potential to reduce time publishing agendas, Minutes and supporting papers online, depending on future enhancements to the current website
 - c. there may be potential to reduce the amount of time spent dealing with emails, depending on protocol observed by NLPC; **it was resolved** to write a procedure regarding email protocol.
Action: Cllr Riordan
 - d. the Clerk had submitted weekly timesheets to the Staffing Committee 27/11/2017-13/01/2018 (7 weeks = 102¾ hours), which recorded an average of 14.5 hours worked per week.
 - e. the Clerk provided each Councillor with a printed copy of her electronic 'day journal', i.e. a record of tasks undertaken as from 04/12/2018, which complemented respective timesheets. The Clerk explained that this provided a time effective search of Council records thus potentially reducing time searching numerous files for printed information
 - f. The Chairman felt that more detail of Clerk time would be required before the Staffing Committee could recommend any specific increase in the Clerk's weekly paid hours. The Parish Council as a whole must make its own assessment.
5. **To consider whether any expert advisers should be appointed to the Staffing Committee:** it was established that as LRALC provided HR guidance for Parish Councils **it was resolved** to recommend:
 - a. not to appoint an expert HR adviser but to refer any personnel queries to LRALC
 - b. appointing another member to the Staffing Committee.

The meeting closed at 4.30pm

Signed: _____

Date: _____

DRAFT