MINUTES of a meeting of the Personnel sub-committee held on Wednesday 4th January 2023 at 10.00am in the Mountfitchet Exchange, Crafton Green, 72 Chapel Hill, Stansted Mountfitchet, Essex

**PRESENT:** Cllr J O’Brien (V Ch in the Chair), Cllrs A Barnes and M Caton

**ATTENDING:** Mrs R Clifford - Clerk to the Council

**286 APOLOGIES FOR ABSENCE** - None

**287 DECLARATIONS OF INTEREST -** None

**288 MINUTES**

**RESOLVED** to accept the minutes of the meeting held on 13th October 2022

**289 TO CONSIDER THE FUTURE OF THE HANDYMAN ROLE**

The Council has been without a Handyman since the end of May 2021. The Clerk explained that many routine maintenance jobs have been undertaken by one or other of our Environmental Rangers and, in the last few months, we have identified other contractors who can undertake the larger items which usually require specific equipment or more than one person.

The Council has made a considerable saving on the salary bill, and there was a general consensus that using contractors would be a more cost-effective route. It was suggested that we should not seek to fill the Handyman role in the next financial year, but use it as a further trial period using contractors and review the position in a year’s time. As a safeguard, and in case things changed during the course of the year, it was agreed to propose leaving the sum of £6,000 allocated against the salary heading

After further discussion, members unanimously agreed the following

**RECOMMENDATION** that the F&GP committee include the sum of £6,000 in the budget for this role in 2023-24.

**290 TO CONSIDER THE NEED FOR ANY ADDITIONAL HOURS**

The Clerk reminded members of the hours of each employee and a brief discussion took place around the balance of office working/home working. The current routine appears to be working well and takes account of the office opening hours balanced with the requirement for staff to travel into work.

Given the current economic situation and the desire to set as low a budget as is possible for the next financial year, it was not considered that any further increase in hours could be justified. The situation will be kept under review as the year progresses.

The Clerk stated that the annual staff appraisals would take place later this month and reports would be considered by the sub-committee at a meeting in February, following which a recommendation on salary reviews would be made to the F&GP Committee. It was noted that there is a significant increase in the Living Wage coming into effect in April 2023.

**291 TO RECEIVE AN UPDATE ON STAFF TRAINING**

The Clerk reported on all training courses completed by staff since the last meeting.

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**382 ROLE OF ALLOTMENT OFFICER**

The Clerk reported that she has discussed this within the office and there is one member of staff who would be willing to take this on as an additional role. There are different ways in which this could be implemented, and the Clerk undertook to discuss these again. All costs would be met by transferring funds from the Allotments Account and not the Council’s salary budget.

**383 DATE OF NEXT MEETING**

Wednesday 15th February, 10am in The Mountfitchet Exchange