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**STANSTED MOUNTFITCHET PARISH COUNCIL PERSONNEL S/C**

MINUTES of a meeting of the PERSONNEL SUB-COMMITTEE held at 7.00pm on Monday 31st March 2025 in the Mountfitchet Exchange, Crafton Green, 72 Chapel Hill, Stansted Mountfitchet, Essex

**PRESENT:** Cllr A Guney (Chair), Cllrs M Caton, J Kavanagh, A Khan and J O’Brien

**ATTENDING:** Mrs Ruth Clifford – Parish Clerk

**354 APOLOGIES FOR ABSENCE -** None

**355 DECLARATIONS OF INTEREST -** None

**356 TO APPROVE THE MINUTES OF THE MEETING HELD ON 17th MARCH 2025**

 **RESOLVED** To approve the minutes of the meeting held on 17th March 2025 as a true and accurate account.

**357 TO REVIEW STAFF HOLIDAY**

The Clerk had previously given the Chair details of staff annual leave allowances. A discussion took place around the principle of allowing up to 5 days’ leave to be carried over into the next calendar year. Having been proposed by Cllr Khan and seconded by Cllr O’Brien, it was unanimously

 **RESOLVED** to draft an Annual Leave Policy

 The Clerk reminded members that this may be covered under Contract terms so she would ensure that these were included in the Policy.

**358 TO CONSIDER STAFF TRAINING**

The Clerk had previously given the Chair details of training courses undertaken in 2024 and planned for 2025. Cllr Kavanagh queried whether two members of staff had undertaken Manual Handling Training. The Clerk stated that she believed they had done but would confirm after the meeting.

 The Clerk advised that with the Deputy Clerk and the Council Chair, she reviews the EALC training programme and identifies appropriate training courses relevant to staff and councillor needs. In addition, staff can identify courses they would like to undertake which are available through other providers. It was suggested that the Deputy Clerk might be interested in learning more about the role of the Responsible Financial Officer and undertaking appropriate traning and the Clerk confirmed that she would discuss this with her.

 Cllr Khan asked whether the Council has any arrangement with a third party to provide wellbeing support for staff. The Clerk confirmed there was no such arrangement but is happy to investigate a Wellbeing Policy through our HR consultants.

**359 TO DISCUSS OFFICE/HOME WORKING HOURS**

The Clerk explained which members of staff work in the office and/or from home and Cllr O’Brien suggested that it might be helpful for all members to have a monthly planner of who is working when and where. The Clerk explained that this operates on a fortnightly basis and can be subject to amendment due to a variety of reasons. However, she will send a document detailing an average month. The Clerk requested

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 that if members wish to attend the office for a meeting or with a general enquiry, it is

 helpful if they can give advance notice. Cllr Guney questioned the wording of the notice on the door regarding the reception desk opening hours and the office staff working hours and the Clerk clarified that the reception desk is open from 10am – 2pm Monday to Friday. Staff, as previously discussed, work a variety of different hours but the phones and emails are covered between the hours of 9am – 4pm at the very minimum.

 A wider discussion ensued around the office structure and it was commented that it is some time since an overall review was undertaken. The Clerk confirmed that she would be happy to work with a couple of councillors on such a review. Cllr Caton suggested this should be with the Chair of the Council and the Chair of this sub- committee so it was agreed that this would be implemented after the Annual Council meeting in May 2025.

**360 PAY REVIEW 2025-26 – TO BE HELD IN PART 2**

 **RESOLVED** That under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 in view of the confidential nature of the business to be discussed, the public and press be instructed to withdraw.

Meeting closed to public and press

 Discussions took place regarding the annual pay review.

Meeting reopened to public and press

 It was unanimously:

 **RESOLVED** to seek the consent of the F&GP Committee to award salary increases within the approved budget for 2025/26

Meeting closed at 9.02pm

**ACTION POINTS**

358 Clerk to check on the Manual Handling Training for two members of staff

358 Clerk to ask the Deputy Clerk if interested in training for the RFO role

358 Clerk to investigate a Wellbeing Policy

359 Clerk to send monthly planner of staff working pattern

359 Review of the office structure to take place after Annual Council in May 2025.