

## HECKINGTON PARISH COUNCIL



**Minutes** of the Staffing Committee meeting of Heckington Parish Council held on Thursday 27 February 2025 at 7.30pm in the Parish Council Chambers, St Andrews Street, Heckington.

**1. To appoint an Acting Chair**

Councillor Tucker proposed Councillor O'Connor as Chair for the purposes of this Staffing Committee meeting. The proposal was seconded by Councillor Garlick and the motion was passed by resolution of the committee.

**2. Chair's Welcome**

Councillor O'Connor welcomed councillors to the meeting and delivered the usual health and safety announcements.

**3. Public Forum**

There were no members of the public present.

**4. Councillors Present**

Councillor O'Connor  
Councillor Garlick  
Councillor Tucker  
Councillor Wright

**5. Apologies**

Apologies were received from Councillor Bell. The reasons for her absence were noted and accepted.

**6. Reports of member's interest, pecuniary or otherwise in relation to the agenda and any dispensations in accordance with the Localism Act 2011**

None.

**7. Minutes**

**a) Staffing Committee Meeting on 26 September 2024**

The Chair informed the committee that the minutes from the committee meeting on 26 September 2024 cannot be agreed by the current committee as the meeting is inquorate for this agenda item due to a change to the committee membership. Councillor Garlick proposed that this agenda item is deferred to the meeting of the parish council scheduled to take place on 31 March 2025. The proposal was seconded by Councillor O'Connor and the motion was carried by unanimous resolution of the committee.

**Action: Clerk to add to the March meeting of the Parish Council for approval.**

**8. Report from County and District Councillors**

Apologies were received from District Councillor Key and County Councillors Collard and Tarry.

**9. General Matters**

**a) Policies**

**i) Terms of Reference**

Councillor Wright proposed that Terms of Reference are amended to allow for a permanent Chair to be elected annually at the Annual Parish Council meeting in May. The proposal was seconded by Councillor Garlick and the motion was passed by unanimous resolution of the committee.

**Action: Clerk to add to the March meeting of the Parish Council for ratification.**

ii) Lone working policy

Councillor Tucker proposed that the lone working policy is adopted. The proposal was seconded by Councillor O'Connor and the motion was passed by unanimous resolution of the committee.

- Lone working (electronic method of keeping in touch)

The Clerk informed the committee that the Worknest Health and Safety Consultant insisted that the Parish Council must have a lone worker check in procedure.

As a lone worker, the Clerk explained that she submits details of working hours and appointments to Councillors ahead of the start of the week. She said she checks in with Councillors via Teams daily at the start of the shift, if and when she has an appointment out of the office, when she returns to the office and at the end of the shift.

The Clerk informed the committee that both employees have confirmed that they are happy to use their own mobile devices.

Councillor Garlick proposed that the Clerk and Caretaker check in with their line Manager at least three times per day - at the start of the shift, at a mid-point and at the end of the day. The proposal was seconded by Councillor Tucker and the motion was passed by unanimous resolution of the committee.

**Action: Clerk and caretaker to meet to discuss the lone working arrangements. Caretaker to provide a list of regular activities; a list of activities that must not be completed alone should be clearly defined i.e. working at height.**

iii) Training and development for staff policy.

Councillor Garlick proposed that staff training and development policy is adopted. The proposal was seconded by Councillor Wright and the motion was passed by unanimous resolution of the committee.

- Councillor Tucker proposed an in-house training schedule per Worknest for employees of a minimum of 2-hours per week. The proposal was seconded by Councillor Wright and the motion was passed by unanimous resolution of the council.

**Action: Clerk to add all new policies to the website. Clerk to liaise with Worknest in relation to a training schedule.**

b) Office Equipment

For the purposes of the minutes, the Clerk asked for an official record of her personal equipment including the office desk, circular meeting table, table lamp, fridge, desk chair and bookshelf.

**10. Date and time of the next meeting**

**Wednesday 26 March 2025 at 7pm** in the Parish Council Chambers, St Andrews Street, Heckington.

**11. Closing Comments from the public (limited to brief statements)**

Not required.

At 20.31pm Councillor Garlick proposed that the meeting is moved into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960. The proposal was seconded by Councillor Wright and the motion was passed by unanimous resolution of the council.

## 12. Closed Session

### a) Job Description – Caretaker

Councillor Tucker proposed that the updated job description for the caretaker is adopted. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the committee. Per the Terms of Reference for the Staffing Committee, this resolution does not need to be ratified by the Parish Council.

### b) Contract of Employment – Caretaker

Councillor Wright proposed that the updated contract of employment for the Caretaker is adopted. The proposal was seconded by Councillor Tucker and the motion was passed unanimously by resolution of the committee. Per the Terms of Reference for the Staffing Committee, this resolution does not need to be ratified by the Parish Council.

**Action: Clerk to meet with the Caretaker to agree and sign the updated job description and new contract of employment.**

### c) Contract of Employment - Clerk

Councillors agreed that the Clerk's contract needs to be amended with the working hours to be increased from 30 hours per week to 37.5 hours per week inclusive of lunch break. Committee members will need to submit a formal request to full council to amend a resolution within the six-month time period.

**Action: Clerk to add to the March meeting of the Parish Council.**

### d) Clerk's Overtime

Councillor Tucker proposed that the Clerk's overtime of 81 hours is approved by the Parish Council. This overtime has been accumulated since 26 November 2024. The proposal was seconded by Councillor O'Connor and the motion was passed by unanimous resolution of the committee. This will need to be ratified by the Parish Council.

**Action: Clerk to add to the March meeting of the Parish Council. The Clerk will submit overtime monthly moving forward.**

### e) Risk management in relation to the Clerk and Caretaker

Members of the staffing committee reviewed risk from absence in relation to the role of the Clerk and Caretaker and the level of risk was deemed to be acceptable.

The Chair closed the closed session of the meeting at 9.00pm.