A green and white emblem with a cross and a book

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**CAM PARISH COUNCIL,**

**4 Noel Lee Way, Cam, Glos GL11 5PS**

[www.camparishcouncil.gov.uk](http://www.camglos.org.uk)

**A meeting of Staffing Committee**

**10am on Friday 8th March 2024**

**Cam Parish Council Offices, 4 Noel Lee Way**

**for transacting the business shown on the following agenda:**

**Committee Members: Cllr Clifton, Cllr Morton, Cllr Andrewatha, Cllr Angell, Cllr Grimshaw, Cllr J Fulcher, Cllr Fowler, Cllr Gough**

**Present:** Cllr Clifton, Cllr Morton, Cllr Angell, Cllr J Fulcher, Cllr Fowler, Cllr Gough, Deputy Clerk

**Apologies:** Cllr Andrewatha, Cllr Grimshaw,

1. **To receive apologies for absence**

Apologies were noted as above.

1. **To receive declarations of interest or request dispensations**

None to note.

1. **To confirm minutes of the meeting of March 2023 as a correct record**

Committee RESOLVED to approve the minutes as a correct record.

1. **To resolve to exclude the press and public from the remainder of the meeting by reason of the confidential nature of the business.**

Committee RESOLVED to exclude members of the press and public, as per the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1972,

1. **To consider future working arrangements and agree actions**

Committee RESOLVED to accept the proposals as per the Emergency Staff Absence Strategy.

Review of Internal processes.

**Expenses-** Clerk to authorize staff expenses. Clerks expense to be authorized by Chair or Vice-Chair only. All claims to be accompanied by a receipt before authorizing.

**Timesheets**- Timesheets to continue to be used for staff to manage their own flexible working hours. To be monitored by Staffing Committee. Deputy will set up a folder and keep them all saved on file rather than printed.

**Annual leave**- Clerk to authorize staff leave. Clerks leave to be authorized by Chair or Vice-Chair.

**Payroll variations** – Chair and Vice-Chair to be copied in to email to payroll provider for all payroll variations including overtime adjustments.

**Training for all staff** – All staff to be encouraged to undertake training suitable to their role and for personal development.

**Payments/ Finance**- Full Council to undertake a review and training on financial regulations to enable contractors and volunteers to be paid on receipt on invoices/ receipt.

**Credit card** – Control measures to be implemented for credit card use including simple table of expenditure and signatory. Deputy Clerk to apply for additional card.

**Inbox-** Inboxes to be managed by individual only. All staff to use automated out of office notifications when not available.

**Standing orders** – Full Council to review and receive training on standing orders. In particular, the delegated powers of committees

1. **Agree incremental pay rise for Projects Officer and back pay to April as per contract or June 2023 as per staffing committee minutes**

Committee RESOLVED to the incremental rise for the Projects Officer to SCP28, back paid to 1st April 2023 as per the contract.

1. **To note anything for interest or referral only**

Staffing Committee to meet regularly to ensure arrangements put in place are working and staff are supported.

With no further business, the meeting was declared closed at 11:30am.