**Rossett Community Council**

**Staffing Meeting**

**Wednesday 22nd February 2023**

Attendees: Cllr Parrington (arrived late), Cllr Roberts, Cllr Woods, Cllr Todd and the Clerk.

As this was the Clerks first staffing meeting, Cllr Woods began by insisting the current risk assessments that were in place should be checked for the individual staff. He believed they should be ok and up to date. He stressed that they should be kept relevant but simple to the individual roles. **Action – Clerk to check risk assessments**

Cllr Roberts questioned how often the staffing meetings should be occurring. The Clerk informed that in the handover from the previous Clerk it had been advised at least once a year, potentially twice. Cllr Roberts suggested that perhaps the meetings should happen quarterly for the foreseeable future, in order to keep up with any further issues. Cllr Woods and Todd both agreed this was a good idea but highlighted that any urgent matters would be dealt with in real time.

Cllr Todd asked if the current contracts for employees could be checked over and in particular reference to holidays being taken. Cllr Roberts mentioned that holidays are given to staff in part for health and safety. Following on from a situation of holidays being paid but not taken, he stressed that if an employee isn’t taking their holidays and something serious were to happen, it could potentially come back on the Community Council. Cllr Woods insisted that one particular policy should be decided on for all and enforced. He also mentioned that in line with preparing the yearly budget forecast, there has never been a consideration of holiday pay accounted for and so believed this should be considered in future finance meetings for budgeting. Cllr Roberts stressed again that employees should adhere to the details in their contracts, and Cllr Woods mentioned this may now mean reviewing the contracts and potentially renewing them. It was agreed if anything would be changed with them, it would need to be taken to the full council meeting and agreed there. Cllr Todd queried if there was an limit to how much holiday could be taken in one time and if not that this should be perhaps looked at and capped to prevent having a similar situation happening again, as did with the Park Warden late 2022.

The committee discussed the current mileage costs and all agreed they were correct and consistent in claims from the staff.

Cllr Parrington arrived and brought up to speed on matters discussed.

The matter of appraisals was discussed. It was confirmed that these are offered yearly to employees and were due for renewal now. It was decided the Clerk would email out invitations to employees for appraisals with the Chair and would insist on a reply to confirm acceptance or not. It was agreed these would be scheduled for next month. **Action – Clerk and Cllr Parrington to organise date for appraisals for Wardens, Community Agent and Clerk.**

Cllr Parrington wanted to note that holidays could be paid and not taken. After some discussion on the current procedures of holiday pay he suggested the Clerk to speak and be advised by payroll department at Hydes Brewery for any additional support and information on adapting holiday pay. **Action – Clerk to speak with Lynne Wall at Hydes Brewery with Cllr Parrington**

The meeting returned to risk assessments and Cllr Parrington stressed that they were all up to date and displayed on the RCC website. It was suggested the Clerk to check there was a current copy printed and signed by Cllr Parrington. **Action – Clerk to check for signed copy.** Cllr Woods insisted that employees receive a fresh copy of their own risk assessments to reread and sign. Cllr Parrington suggested this to happen at appraisals. He also mentioned that the matter of working practices would be discussed at the appraisals and the opportunity for individuals to produce a timetable of their work week for both legal and health and safety purposes. This would enable spot checks to be performed by members of the council. Cllr Todd agreed this a great idea and stressed how lone working could be dangerous when their whereabouts isn’t known. Cllr Parrington reiterated it was about making sure the staff are safe in the community.

The meeting ended.