

**COOKHAM PARISH COUNCIL**  
**Minutes of a Meeting of the STAFFING COMMITTEE**  
**Held in the Council Office, Cookham Library on Tuesday 19<sup>th</sup> March at 6.00pm.**

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**PRESENT:** Cllrs C. Aisladie (Chairman)  
Cllrs L. Austin, J. Edwards and R. Kellaway.

**Also Present:** There were no members of the press or public present.

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**1. APOLOGIES:**

Apologies were received from Cllr M. Howard.

**2. DECLARATION OF INTEREST:**

None.

**3. TO PROVIDE AN UPDATE REGARDING THE RECRUITING OF A NEW MEMBER OF STAFF:**

The advert for the position of a 15hrs per week Administration Clerk has been placed with the Maidenhead Advertiser and Bucks Free Press newspapers. The advert will appear in the newspaper and various online recruitment sites. A closing date for applications is 21<sup>st</sup> April with a proposed interview date of 8<sup>th</sup> May.

**4. TO REVIEW THE TERMS OF REFERENCE FOR THE STAFFING COMMITTEE AND DISCUSS POSSIBLE CHANGES FOR APPROVAL AT THE ANNUAL MEETING IN MAY 2024:**

The proposed changes were reviewed and unanimously approved.

The revised Committee Structures and Terms of Reference for the Staffing Cmte will be recommended for approval at the Annual Meeting in May.

**5. TO CONSIDER THE CLERK'S CARRY OVER HOLIDAY DAYS FOR HOLIDAY YEAR 23/24:**

The committee acknowledged and approved the carryover of 19 days unused holiday entitlement from 23/24 to holiday year 24/25. Issues arising throughout the year has meant that additional days holiday has been hard to take. The Clerk will work with the Chairman of the Staffing Cmte and look for ways to bring this down.

**6. TO REVIEW THE CRONER GROUP EMPLOYEE HEALTH AND SAFETY HANDBOOK AND CONSIDER AMENDMENTS PRIOR TO ADOPTION:**

Following a review, the Employee Health and Safety Handbook, as issued by Croner Ltd (Health and Safety), was adopted on the proposal of Cllr C. Aisladie with no amendments. This will be distributed to current staff members and will be included in the paperwork for new starters.

**7. TO PROVIDE AN UPDATE REGARDING THE ISSUES CONNECTED WITH CONDITIONS OF SERVICE OF THE NATIONAL JOINT COUNCIL ("THE NJC") FOR LOCAL GOVERNMENT SERVICES ("THE GREEN BOOK") WHICH WERE OMITTED FROM EMPLOYMENT CONTRACTS:**

Following on from the Staffing Cmte in September 2023. Cllr Aisladie will get an update from Cllr Howard regarding the proposal to write to Croner Ltd to highlight the areas of concern and that the Service Level Agreement is not being met and for compensation regarding the omission of the Statutory days from the Croner Statement of Main Terms.

**8. TO ACKNOWLEDGE THE NATIONAL JOINT COUNCIL ("THE NJC") UNIONS, PAY AND CONDITIONS CLAIM FOR 2024/25, TO THE NATIONAL EMPLOYERS FOR GREEN BOOK STAFF, WHICH INCLUDES COOKHAM PARISH COUNCIL:**

The information was acknowledged.

Cllrs noted the recent email from Croner HR regarding the changes to Employment Law that come into effect on 1<sup>st</sup> April 2023

**The meeting closed at 6.40pm.**