

St Bride's Church, Fleet Street

Parochial Church Council Meeting, 18th November 2015

Minute for item 15 on the agenda: Review of Staffing

(Note: all paid staff who were in attendance were asked to withdraw from the meeting at this point, which included the PCC secretary: hence this item has been recorded separately. This minute is followed by a post-meeting update.)

An audit of staffing (which will include both internal fact-finding, and an external review) is planned for the new year. The aim is to revisit and review job descriptions, and consider whether they need to be revised in the light of changing work patterns and changing needs. This might entail the monitoring of actual working practices and workload; identifying areas of work where there is inadequate provision at present (e.g. marketing/social media) and to consider how these needs might better be met; and noting ways in which current working practices might need to change.

The PCC members present were invited to identify particular areas that they felt should be addressed during this review, and any other questions, issues, requests, or concerns that they wished to raise in relation to this task.

The issues identified by those present at the meeting were as follows:

1. A written request had been received prior to the meeting for information about the number of office staff, hours worked, total cost (broken down by pay, pension and other costs – eg National Insurance), and the same information in relation to non-office staff.
2. It was requested that PCC members should be shown all job descriptions and contracts.
3. Clarification about annual appraisals (when and by whom they take place, and how these relate to existing job descriptions) and key performance indicators was requested.
4. Related to this, the general question of staff management and supervision needed clarification, as well as issues of timescale.
5. It was requested that the current 'default' position (that paid staff are in attendance at PCC meetings) should be reversed, and that henceforth they should be present only by invitation (ie when issues where they have a specific contribution to make).
6. It was suggested that issues of HR should be a standing item on the PCC agenda
7. In relation to issues of disability, the question was asked whether reasonable adjustments were being made to make provision for the specific needs of staff members?

8. The excellent work undertaken by our church architect, John Smith, was noted, but concern expressed about his current terms and conditions. It had come to light that St Bride's is the only church in the Diocese of London that pays a retainer to its architect, and most of those present were unaware both of this fact, and of the size of the retainer. Warm appreciation was expressed for the work that John Smith has done, but it was agreed that the retainer should cease at the end of the December 2015, and a request made to John Smith for clarification of his costs (in the absence of the retainer fee).

AJJ