



PCC MINUTES

Minutes of the meeting held at 7.30pm on Monday 18th March 2024

STATUS
Approved
22.04.2024
(Public)

Present	Mei Yen Furey, Mark Ellis, Andrea Jeanneret, Paul Langham, Suzannah Mason, Philip Miles, Cluff Noon, Di Noon, Mark Orriss, Mark Parsons, Tavi Price, Jack Reed, Chris Shaddick
Apologies	John Butler, Barny Collins, Danish Gill, Janet Lee, Hannah Rodgers, Dave Vernon, Kamran Zahid
Minutes	Tavi Price

A	INTRODUCTORY ITEMS
A1 Apologies	Noted as above.
A2 Conflicts of interest	MP re. Item B1 – staff pay proposal.
A3 Prayer and Worship	PL welcomed the meeting and shared Psalm 131 before spending time in prayer.
B	BIG AGENDA
B1 Pay Proposal Paper 01	<p>Proposal from the Personnel Team and Finance Team for a 4% Inflationary Pay Rise</p> <p><i>MP left the meeting for this item</i></p> <p>SM representing the Finance Team</p> <p>ME representing the Personnel Team</p> <p>SM went through the key points from the paper:</p> <ul style="list-style-type: none"> • Finance Team met to discuss a paper provided by the Personnel Team with their suggestions as to the affordability of a staff inflationary pay rise. • Different measures of inflation were presented in the paper. • Finance Team agreed CPI was the right measure to use (4%). • Overall increase to 2024 budget - £5k. • Team can't see any reason not to implement the 4% increase immediately - back dated to 1st January 2024. <p>ME added that the proposal offered by the Personnel Team was not based on performance or change in responsibilities but based on what the market data is suggesting should be considered, so the Personnel Team recommends, if affordable, that the 4% inflationary pay rise should be awarded.</p> <p>Proposed: ME, Seconded: SM</p> <p><i>Carried unanimously.</i></p>
B2 Staffing Proposal Paper 02	<p>Proposal to appoint a Facilities Manager and Office Administrator</p> <p>PCC agreed at the last PCC Meeting for the Finance and Personnel Teams to go ahead and refine the above roles and provide fully costed proposals for the PCC to consider.</p> <p>The two Role Profiles were detailed in Paper 02.</p>

The Finance Team met on Thursday 14th March to review the costings for the two new roles:

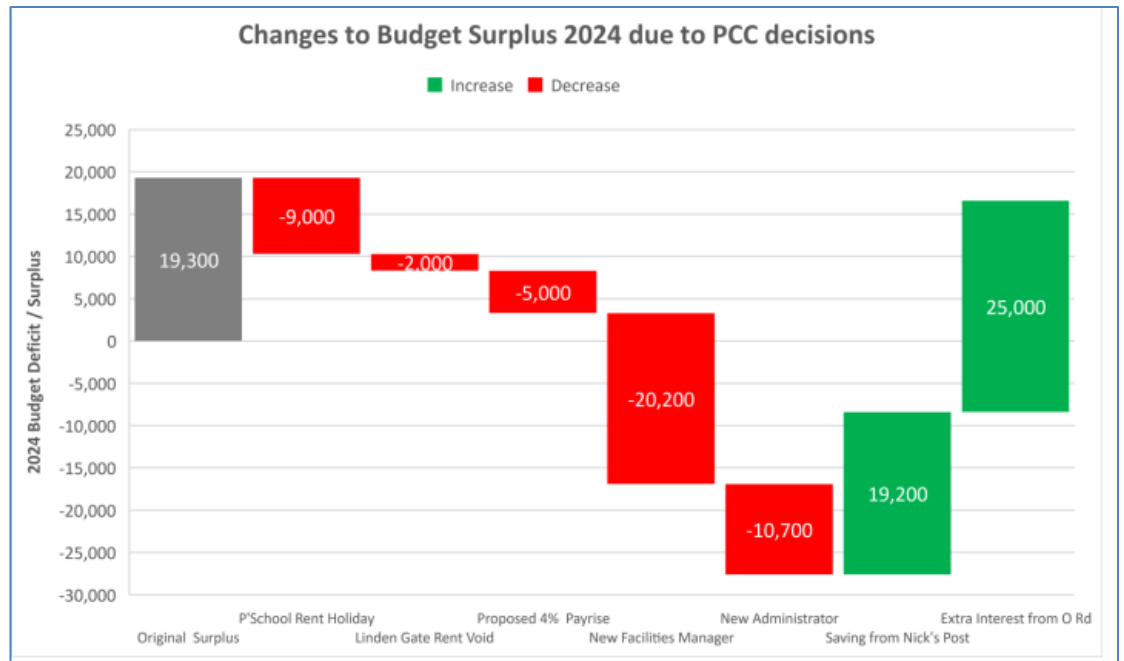
- Facilities Manager - between £30,700 and £34,700 pa
- Office Administrator between £16,000 and £18,400 pa

The exact amount within each range is dependent on the experience of the candidate appointed.

To understand the effect on the 2024 budget with the current surplus of **£19,300** the Finance Team have made the following assumptions:

- The rental holiday offered to Pre-school for this academic year - £6,000. Worst case this continues for the autumn term, an additional £3,000, therefore **-£9,000** for the year.
- A void period in the rental income from the Top Floor Flat at Linden Gate **-£2,000**.
- The Personnel Team and Finance Team’s proposal for a 4% inflationary pay increase for 2024 **-£5,000** for the year.
- They have also assumed that any new roles would commence on 1st June 2024 with Nick Carter leaving his role on 31st July 2024, so have pro-rata’d these costs accordingly **-£20,200** (Facilities Manager) **-£10,700** (Administrator) **+£19,200** (Nick’s role)

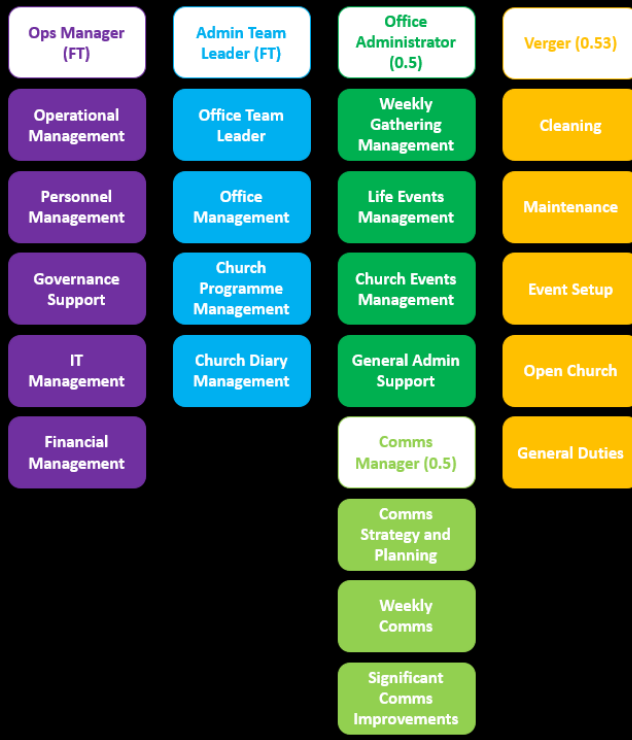
Taking the above into account, the existing **£19,300** 2024 budget surplus would become a **-£8,400** budget deficit. However, it is the Finance Team’s understanding that the interest likely to be received from the Oakfield Road investment during 2024 could be significantly higher than the £75,000 provisionally budgeted – perhaps closer to £100,000. This is all shown in the chart below:



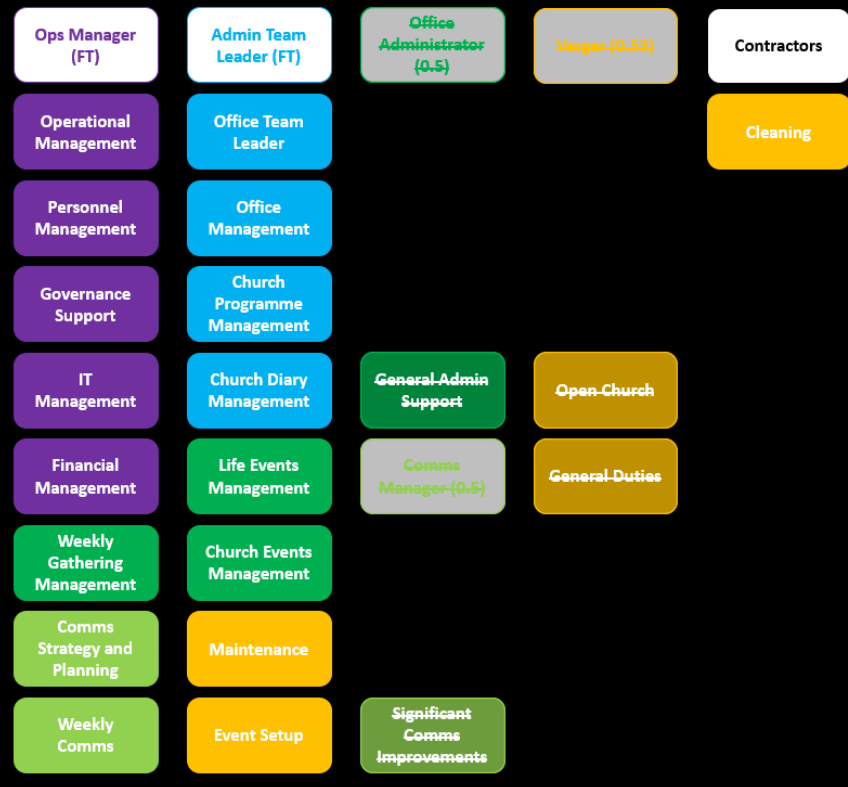
We need to move forward with advertising these roles as soon as possible as we cannot sustain a significant void period within the Church Office team if Nick were to leave in July.

MP, for context, impressed on the meeting the importance of recruiting ASAP by showing the below charts of staffing in 2022 compared with now. Nearly all the work is now covered by Mark and Nick:

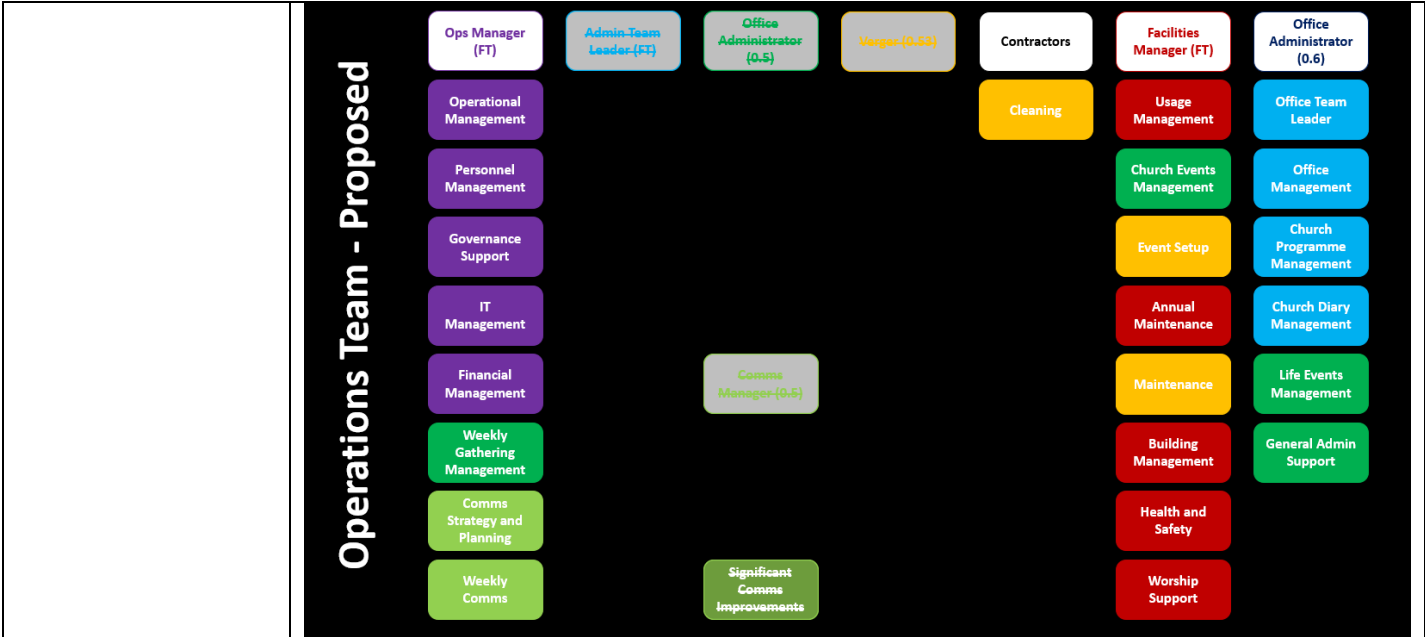
Operations Team - 2022



Operations Team - Now



With the two new proposed roles in place the chart will look like:



A few clarification questions were asked and answered about the roles.

JR offered to assist with different ideas of where to advertise the roles.

Neither role has a Genuine Occupational Requirement (GOR) for the postholder to be a practicing Christian, although they would need to be sympathetic to the vision and values of Christ Church.

Proposal: The PCC approves the recruitment of the two new roles of Facilities Manager and Office Administrator as outlined in the papers entitled “Staffing needs for Christ Church Clifton in 2024” presented to the February and March PCC meetings. Subject to final approval with SC.

Proposed: ME, Seconded: AJ

Carried unanimously.

C	OTHER ITEMS
C1 Approval of Minutes Paper 03	Minutes of the meeting on 26th February 2024 were approved.
C2 Safeguarding	No update was presented as HR was absent. Thought and prayer needed for someone to succeed Valerie Groves as PSO.
C3 SLT Update	<p>PL gave an update on CB:</p> <ul style="list-style-type: none"> • Caroline Jowett-Ive (Bristol Diocesan Head of People) met with SLT & Wardens. • CB has moved from Compassionate Leave to Sick Leave. • An Occupational Health Doctor has been appointed. • A phased return to work from next Monday, 25th March has been agreed at 10 hours per week for the 1st month, 20 hours for the 2nd month and so on. • PL & CB have had a good meeting and agreed that 50% of CB’s time will be spent engaging with SLT and then 50% on one or two other areas.

	<p>The following statement was agreed to be communicated to the church family:</p> <p><i>We're pleased to let you know that, with Occupational Health guidance through the Diocese, Chris will begin a phased return back to work on Monday 25 March. For the first month, this will involve 10 hours per week, after which the situation will be reviewed.</i></p> <p><i>As he won't yet be able to fulfil many public duties, he will focus on re-engaging with the Senior Leadership Team and perhaps one or two other specific areas of ministry responsibility to be identified.</i></p> <p><i>Please continue to hold them in your prayers.</i></p> <p><i>We're also grateful for the concern expressed to our wardens by church family members for the wellbeing of members of the SLT and wider staff team. SLT members feel very well supported by our wardens and by the evident concern and prayers of our church family.</i></p> <p><i>The PCC has made attending to future staffing needs a matter of priority – and hopes to give final approval to the recruitment of two new posts next month, details of which will be made known once they are ready to be advertised.</i></p>
<p>Review of the meeting / actions / confidentiality</p>	<ul style="list-style-type: none"> • Thank you to Finance and Personnel Teams for their work on staff pay rise and recruitment. • Pay rise to be communicated to Staff Team. • Statement re. CB to be sent to church family <p>DN closed the meeting in prayer.</p> <p>Next meeting: Monday 22nd April 7.30pm</p>

Future Meetings:

Sunday 19th May (APCM)
PCC Weekend: Fri 7th June (Eve) & Sat 8th June (day)
Monday 24th June (Big Agenda)
Monday 15th Jul (Detail)