**NOTES FROM ADMINISTRATORS AND SECRETARIES DAY**

**HELD AT WATERLOOVILLE ON 23 JUNE 2015**

**Questions arising from Personnel Presentation**

Parishes to be informed when changes are made to DOPs.

**Action:** Barry/Personnel to notify parishes to refer to new/revised policy online.

Request for index to be in alphabetical order in new DOPs for ease of use.

**Action** Barry Phillips to implement when new DOPs are issued.

Forms Staff informed hard copies of forms from the DOP were to be used for various requests eg Request to Recruit Form

Parishes would prefer to receive hard copy of new DOPs when available.

New Time Off Policy: Tess Pritchard raised question on leave for duties as School Governor.

**OPEN DISCUSSION**

**Examples of duties out with their roles staff were being asked to undertake:**

* Having to deal with drunks turning up at the parish
* Staff asked to look after dog in office
* Asked to carry out duties out of hours (for example in between school drop off)
* Washing up after visitors/parishioners have used the parish facilities
* Picking up dry cleaning
* Transport Parish Priest when his own car is out of use
* Book holiday flights
* Being telephoned at home regarding parish related issues
* Personal shopping for the priest
* Ironing
* Staff asked to undertake task which is someone else’s responsibility ie there is no clear division of roles within team
* Lack of person in charge to confirm if a task is Administrator’s responsibility or not. Many areas are unclear
* Situations where staff are asked to line manage and may not be happy to do so
* Occasions of volunteers asked to undertake tasks which are more likely to be paid staff responsibility

**Topics raised requiring clarity from the Diocese:**

Time Off in Lieu Clarification required from Diocese (example of staff working 60 hours per week).

Job descriptions Clarity required on ‘any other relevant duties’.

Working extra hours Clarity required on implications on contracts, insurance etc.

Rules on signing cheques Question asked on limit of cheques being signed.

Graham Palethorpe advised to refer to DOP guidelines.

Roles Need for clear division of roles within team. Situations where volunteers are being asked to carry out roles which should be carried out by paid staff.

Who is in charge Situations where no-one is in charge to say if a task is responsibility of parish administrator/secretary or not.

Role Titles Differing titles of parish roles is causing confusion. Titles include: Personal Assistant, Pastoral Assistant, Parish Administrator. Title of role is key to being clearly defined and clarified as to what each is and what tasks are defined within each roles. Guidance required from Diocese.

Use of own vehicle Personal shopping or giving lifts in private car and implication of insurance. Need to inform insurer if using a car for business purposes. Also need to inform the Diocese. Question raised whether the Diocese pays the extra insurance cost of insurance if cost is more to cover business use.

Role changes If role changes a variation of Contract from the Diocese is required. Priests need to be informed by Diocese on procedure for changing roles/hours worked etc.

**Summary**

Graham Palethorpe said the comments and issues raised indicated the need for defined roles and responsibilities to be in place. There may be a need for job descriptions for specific roles within parishes and a generic Job Descriptions from the Diocese for volunteer roles may also be useful. Staff and volunteers carrying out extra duties is very noble but must look at implications on personal health and safety, time off in lieu, working unsocial hours, lone working etc.

**TO BE DISTRIBUTED:**

Presentation to those attending including those who sent apologies.

Details of Diocesan RAC discounted car break-down scheme.