



Issue date: Monday 23rd January 2017

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Mrs. Angie Hurren

Parish Clerk

To: all Members of Broadclyst Parish Council Staffing Committee

For information: Non-staffing committee Members; members of press and public

19 New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

STAFFING COMMITTEE MEETING

You are hereby summoned to attend a meeting of the **Broadclyst Parish Council Staffing Committee** which will be held at Clystnet Office, Exeter Airport Business Park on

Monday 30th January 2017 commencing at 12:30hrs.

AGENDA

Press and public are excluded due to the confidential nature of the business to be discussed in accordance with the Public Bodies (Admission to Meetings) Act 1960, s.1 (2) and the Local Government Act 1972, s.100(2)

The following business is to be transacted:

S17/07 APOLOGIES

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk, as it is usual for the grounds upon which apologies are tendered to also be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

S17/08 DISCLOSABLE PECUNIARY INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests that are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Parish Clerk in advance of the meeting.

S17/09 CONFIDENTIAL ITEMS

To resolve that this meeting will be held under Part B conditions (exclusion of Press and Public) in accordance with Public Bodies (Admission to Meetings) Act 1960 as matters to be discussed are of a sensitive and confidential matter.

S17/10 COUNCIL REQUIREMENTS

To receive a report summarising recommendations arising from outcomes from the staff structure review and external report, posts and salaries including:

- i. The Clerk's pay rise as agreed in the staffing committee meeting held on 13 December 2017 meeting to SCP 35 be recommended to Council on 6 February 2017 for ratification; that it be noted this scale point includes recognition for external works.
- ii. That the notice period in the Clerks contract be updated to 3 months both ways
- iii. That the Council progresses the advertising of its vacancies with urgency so that the impact on its operation is minimised
- iv. To review staff line management structure and its effectiveness, arranging training as appropriate for staff/councillors
- v. To review Council's policies including the grievance procedure

S17/11 ADVERT/JD/PERSON SPEC

- i. To discuss detail of the Deputy Clerk and Administration Assistant person spec and job description.
- ii. To discuss and resolve where to advertise and for how long; closing dates for applications and the first round of interview dates.

S17/12 CLOSE OF MEETING

To close the meeting

Dated this 23rd day of January 2017

AMS Hurren

Angie Hurren (Mrs)
Member of Institute of Local Council Management

Broadclyst Parish Council Clerk

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST.