

Present: Cllrs Jackson, Pepper (Chair), Vaughan.
In attendance: Clerk

STAFFING COMMITTEE MEETING

**Broadclyst Parish Council Staffing Committee met at the Pavilions, Broadclyst on:
Thursday 5th November at 19:00hrs.**

MINUTES (Draft)

Press and public were excluded due to the confidential nature of the business to be transacted.

The following business was transacted:

S15/01 APOLOGIES2

S15/02 DISCLOSABLE PECUNIARY INTEREST2

S15/03 STAFF ANNUAL APPRAISALS AND CONTRACTS2

 RESOLUTION2

S15/04 COUNCIL LEVEL REVIEW3

S15/05 PENSION ARRANGEMENTS3

 RESOLUTION3

S15/06 TRAINING AND CPD.....4

 RESOLUTION:4

S15/08 PART-TIME OFFICER RECRUITMENT.....4

 RESOLUTION:4

 RESOLUTION:5

S15/09 CLOSE OF MEETING5

S15/01 APOLOGIES

Apologies for absence were received from Cllr Massey (work commitments)

S15/02 DISCLOSABLE PECUNIARY INTEREST

There were no Declarations of Interest not currently on Councillors' ROIs nor receipt of any requests for new Disclosable Pecuniary Interest* (DPI) dispensations on items on the Agenda. Cllr Pepper reminded the Committee he is the Clerks Line Manager but that the Clerk answers to The Council as a corporate body rather than any one individual Member.

S15/03 STAFF ANNUAL APPRAISALS AND CONTRACTS

- i. A report from the Clerk was presented to the Committee following internal annual staff appraisals, including Living Wage rates of pay, working from home and travel allowances.
- ii. The Chairman gave a verbal report following the Clerks annual appraisal.
- iii. It has been identified that some minor details require updating in the Council's standard staff contract. An existing contract of employment can be varied only with the agreement of both parties.
To resolve to carry out a consultation with staff to see if the minor amendments would be acceptable (changes relate to methods of payment, mileage reimbursement and working from home allowance rates)

RESOLUTION: It was proposed by Cllr Vaughan:

- a. **Staff appraisals:** That in respect of i above (staff appraisals apart from the Clerk), the following budget allocations be recommended to the Finance Committee:

Post	Proposed rates	Proposed hours
Assistant Clerk	£9.00/hr Reimburse travel cost to/from office	16
Administrator	£9.00/hr	8
Public Conveniences Cleaner	£7.85/hr	10
Pavilions Cleaner	£7.85/hr	5
Man Friday	£8.00/hr	16hrs
Working from home	£18pcm Clerk, Administrator	
Mileage	45p/mile	
Pensions	Tbc by Finance Committee	
Training/CPD	Detailed in S15/06 (below)	

- b. **Living Wage:** That in respect of i above, the Staffing Committee recommends to the Council that it resolves to apply for recognition as a Living Wage employer
- c. **Clerks appraisal:** That in respect of ii above (the Clerks annual appraisal): the following recommendation be made to the Finance Committee
 - 1. Salary reviewed to be commensurate with the recommended NJC pay scale of SCP42 as agreed in S15/04
 - 2. That the working from home and mileage allowances be updated to the current rates for all qualifying staff members
- d. **Contract update:** That in respect of iii above: that the Council carries out a consultation with staff to see if the minor amendments in relation to methods of payment, mileage reimbursement and working from home allowance rates would be acceptable.

The proposal was seconded by Cllr Jackson; all Members of the Staffing Committee were in agreement to make the above recommendations to the Finance Committee

S15/04 COUNCIL LEVEL REVIEW.

A Level 3 Evaluation report including an evidenced independent assessment on national criteria, current operation, and the strategic and statutory roles and duties of the Clerk was presented to the Staffing committee. Council's operation and role and responsibilities in the local community has changed over the last 3 years, mainly in relation to delivery of devolved services and working with external agencies as strategic sites in the Growth Point rolls out. The role of Clerk has also changed and this needs to be considered and reflected as Council moves forward

RESOLUTION: It was proposed by Cllr Jackson that:

The growth in the scope of the Councils duties and operations are fully in line with that of a LC3 Council. Appropriate remuneration has been externally assessed as Scale Point 42 or 43 to take account of the diversity of the role, the additional increment for CiLCA and additional increment for RFO.

The proposal was seconded by Cllr Vaughan; all Members of the Staffing Committee were in agreement to make the recommendation to the Finance Committee that the Clerks remuneration be SCP42 to allow for future training increments.

S15/05 PENSION ARRANGEMENTS

- i. The requirement to identify a pension provider by 1st December 2015 was noted
- ii. The staging date of 1st April 2016 was noted
- iii. Final decision-making is deferred to the Finance Committee; the LGPS (Local Government Pension Scheme) is recommended as the approved scheme.

RESOLUTION: It was proposed by Cllr Vaughan that:

In respect of i and ii above: It was noted Council has received a letter notifying that its staging date for compliance with automatic enrolment is 1st April 2016; it must notify The Pensions Regulator of its chosen scheme by 1st December 2015.

In respect of iii above: The Staffing Committee recommends identifying the LGPS (Local Government Pension Scheme) as its scheme. Further advice to be sought from the providers as to the next steps.

The proposal was seconded by Cllr Jackson; all Members of the Staffing Committee were in agreement to make this recommendation to the Finance Committee

S15/06 TRAINING AND CPD

- i. A report detailing required training for staff, Members and volunteers was considered. Training requirements were identified in autumn staff appraisals, mainly relating to job-specific needs and general Health and Safety at Work.

A local training provider was contacted which offers a bespoke training package to be delivered on site for a competitive price. The price is considerably cheaper when compared to the cost of sending individual candidates on external courses.

- ii. A report detailing staff Continuing Professional Development was considered. Some career Continuing Professional Development opportunities were brought forward by staff for consideration by Council including 2 requests for further computer training, the SLCC's higher education programme Community Governance, which is the advanced professional qualification for clerks, and the ILCM which is the Introduction to Local Council Administration.

RESOLUTION: It was proposed by Cllr Jackson that:

In respect of i and ii above, that the following staff training and CPD cost be reported to the Finance Committee with recommendation to approve:

Bespoke in-house training package plus Emergency First Aid at Work £517

Computer literacy TBC

Community Governance 60 points (1 double and 2 single modules) £1,920

Introduction to Local Council Administration £99

All Members of the Staffing Committee were in agreement to make the above recommendations to the Finance Committee

S15/08 PART-TIME OFFICER RECRUITMENT

- i. Staff appraisals show Officers are working to full capacity, with no free time to support the NP Steering Group. Progress on the Plan has been steady with Cllrs Gent and Vaughan building the evidence base and producing the beginnings of a summary of key points which seem to be coming to the fore through initial consultations. However their time is not infinite and support from the community has been very helpful but sporadic to date. In order to progress the Plan at an appropriate pace, there is a need to engage an additional member of staff to support the Steering Group in its work, liaise with Stakeholders and engage with the community.

RESOLUTION: It was therefore proposed by Cllr Pepper to recommend to the Finance Committee that a second Assistant Clerk post is created with view to acting as Neighbourhood Plan Coordinator for the duration of its writing. The proposal was unanimously supported.

- ii. Should the Finance Committee agree the proposal made in i. above: a draft advert, job description and person spec will be drawn-up and presented to Council for approval, after which the post will be advertised.

- iii. It was proposed by Cllr Vaughan to delegate authority to 2 Members and the Clerk to interview and recommend to Council the appointment of the successful candidate.

RESOLUTION: All Members of the Committee were in agreement to make the above recommendations to the Finance Committee

S15/09 CLOSE OF MEETING

The meeting closed at 21:45

Signed:

Print:

Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST.