



Present: Chairman Cllr Massey
Members: Cllrs Jackson, Pepper
In attendance: Clerk

19, New Buildings
 Broadclyst
 Exeter
 EX5 3EX
www.broadclyst.org

BROADCLYST PARISH COUNCIL

STAFFING COMMITTEE MEETING

This meeting was not open to Members of the Press and Public in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2) due to its confidential nature.

There was a Staffing Committee meeting of Broadclyst Parish Council on **Tuesday 18th July 2017** in the **Green Room, Victory hall, Broadclyst** at 10:00hrs where the following business was transacted:

Minutes Index

S17/05 APOLOGIES	3
S17/06 DISCLOSABLE PECUNIARY INTEREST.....	3
S17/07 PAVILIONS ADMINISTRATOR.....	3
S17/08 EMPLOYMENT HANDBOOK REVIEW.....	4
S17/09 CLOSE OF MEETING	4

MINUTES (draft)

S17/05 APOLOGIES

The Committee resolved to accept apologies from Cllr Francis and Staddon (work). The quorum for the staffing committee is 3.

S17/06 DISCLOSABLE PECUNIARY INTEREST

There were no Interests recorded.

S17/07 PAVILIONS ADMINISTRATOR

- i. The Committee received a report following a review of the Pavilion Administrator's post and duties. The need for the review was recognised after the Clerk (in her capacity as line manager) noticed that the Administrator's duties have increased in terms of amount of emails, bookings, and enquiries she must respond to and process.

ii. Outcome of review:

The review highlighted the need to increase hours and remuneration to reflect the workload. It was also noted that there is not enough capacity within the post's current hours to promote the Pavilions as a corporate meeting venue. Helen identified the need for this in her annual appraisal last autumn; additional time would enable her to take this further.

RESOLUTION: It was proposed by Cllr Pepper that the Staffing Committee makes recommendation to the Finance Committee in respect of appropriate rate of pay and hours for the post as follows: to increase the weekly hours from 8 to 10 and the remuneration from £4,160 to £5,876. The proposal was agreed unanimously. The gross cost of the post was noted as £8,304 per annum for budgeting purposes.

iii. It was noted that this was an interim review and the annual appraisal schedule which takes place in the autumn remains unchanged.

S17/08 EMPLOYMENT HANDBOOK REVIEW

Council's solicitors have revised the policies and procedures set out in the employment handbook and have submitted a draft to the committee for consideration.

RESOLUTION: It was proposed by Cllr Pepper that the revised handbook be recommended to Council for adoption.

All Members were in support of this proposal and noted that it has been prepared by employment law specialists, and so it was **RESOLVED**.

S17/09 CLOSE OF MEETING

The meeting closed at

Signed:.....

Present:.....

Dated:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST