

**Minutes of the meeting of the Staffing Committee held on Thursday 11 May 2017
at Council Offices at 9.00am.**

Present: Cllr S Payne, Cllr C Hipkin & Cllr P Edwards

Also in Attendance: Sarah Bristow, Parish Clerk

112 Apologies for absence
None received

113 Declarations of interest
There were no declarations of interest.

114 Minutes of the Staffing Committee Meeting of 16 November 2016
a) Cllr Edwards proposed that the minutes be signed this was seconded by Cllr Hipkin. **It was resolved for the Chair to sign the minutes as a true and accurate record**

115 Matters Arising
All items on the Agenda.

116 Clerk
a) Hours & b) Toil
The Clerk had sent round her time sheet up to the end of April. The Clerk is currently owed 189 hours toil. Cllr Hipkin advised that this cannot continue and asked that the Clerk be paid for her toil as he could not see at this present time how the Clerk could take this amount of time off. Cllr Payne advised that there was no budget for payment. Cllr Edwards asked if the Clerk would like to take a large holiday this year. The Clerk advised that she usually takes two to three weeks leave in August as there are no meetings and the Clerk also advised that she is carrying forward leave from last year. Cllr Payne said that it is possible to bank toil and retire earlier. Cllr Hipkin felt that it was not right to bank and the Council have to work out a way of paying the majority of the hours owed.

c) Pay Increase

Cllr Payne advised that the Clerk and Administrative Assistant were entitled to a one percent pay increase. **It was resolved for the Clerk to inform Burrells of this so that it could be paid within this month's salary.**

d) Job Evaluation

Cllr Payne advised that the Council have been looking to undertake an evaluation of the Clerks job for a couple of years but NALC never were forthcoming on starting the process. The Clerk advised that LCPAS undertake evaluations and would produce a written report with recommendations. **It was resolved for the Clerk to ask LCPAS to undertake the evaluation.**

117 Admin Assistant

a) Hours.

The Clerk advised that she had been asking for the Administrative Assistants hours for months but they have never been received. **It was resolved for the Clerk to advise the Administrative Assistant sends her hours direct to Cllr Payne.**

b) Toil

The Clerk advised that the Administrative Assistant has around sixty hours toil from when she was not paid for Village Voice and her hours increased. Cllr Payne advised that the Administrative Assistant had been working a long time over weekend producing Village Voice. Cllr Edwards asked when her last supervision took place as the Council need to make sure that she is happy undertaking Village Voice and also to set targets for the coming year. Cllr Hipkin said that a meeting with the Staffing Committee needed to take place. **It was resolved for the Clerk to ask if the Administrative Assistant is happy with undertaking Village Voice and what extra hours have been achieved. It was also resolved for the Clerk to contact Clanpress and enquire what improvements were needed with the magazine regarding the advertisement quality so that if necessary the right software for the job can be purchased.**

c) Pay Increase

Cllr Payne advised that the Administrative Assistant is also entitled to the one percent pay increase and the Clerk will instruct Burrell's.

118. Health & Safety

The Clerk said that there was nothing to report.

119. Correspondence

No correspondence had been received.

120 Items for inclusion at the next agenda.

Same agenda.

121. Date of next meeting

To be arranged.

With no further business the meeting closed at 9.45am.