

LUXULYAN PARISH COUNCIL

DRAFT Minutes of the Staffing Committee Meeting

at the Luxulyan Memorial Institute, 1.00 pm, **Monday, 22 March 2018**

PRESENT:

Cllr Catherine Grey (Chair), Cllr Margaret Higman, Cllr Michaela Linfoot, Cllr Francis Payne and Cllr Justine Rowe.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson and no Members of the Public.

ABSENT:

None.

ABBREVIATIONS:

Councillors are usually abbreviated with their initials; LPC – Luxulyan Parish Council; CALC – Cornwall Association of Local Councils

The meeting began at 1.00 PM.

17/1 Apologies for absence

None.

17/2 Closed Meeting

It was **RESOLVED** in accordance with the Public Bodies (Admission to Meetings) Act 1960 that, due to the confidential nature business to be discussed, the meeting would be closed to the public (proposed JR, 2nd FP).

17/3 Declarations of interest

There were no declarations of interest or requests for dispensation.

17/4 Minutes

It was **RESOLVED** to approve the minutes of 9th March 2017 (proposed CG, 2nd ML) as a true and correct record and they were duly signed by the chair.

17/5 Clerk's Appraisal, Sept 2017

The appraisal was reviewed and there were no questions.

17/6 Clerk's Appraisal, Sept 2017 Action Points

The action points were reviewed, and it was **NOTED** by the Committee that all suggested modifications to the clerk's working procedures had been implemented and were working well. The following points were clarified:

Action Point 3. The clerk had sent all action points to Cllr Sue Perry some time back, as she thought it was agreed that Cllr Perry would maintain the list. CG will check on this with Cllr Perry. It was agreed to put the maintenance of action points on the next parish council agenda to confirm who will check the progress of the action points to see that none are overlooked.

ACTION: CG & Clerk

Action Point 6. It was **RESOLVED** (proposed MH, 2nd JR) to use the website Gov.UK to check on the clerk's leave each year using annualised hours. It was confirmed by CG that using this method, the clerk would have 6 hours and 53 minutes from this leave period to

move into the next leave period (Apr18 – Mar19). This was written into the clerk's revised Contract of Employment at Section 11.1 "You are entitled to annual leave as calculated at Gov.UK in each leave year, based on your current contractual hours of 60 hours per month."

Action Point 8. CG advised that Standing Orders are currently sufficient to cover disciplinary and grievance procedures and no questions were raised.

Action Point 9. The clerk has confirmed with her insurance company that she is completely covered to work as a parish clerk from home. However, when she first became clerk, she asked her insurance company whether councillors or parishioners could come to her home for work purposes. The insurance company said that this would not be covered, unless an addition fee of something over £100 were paid annually. The Staffing Committee was satisfied that this would not be necessary.

17/7 Job Description, Sept 2016

There were no questions regarding the job description of September 2016; however, CG requested the signed copy, which the clerk had at home. The clerk will scan and send it on to everyone.

ACTION: Clerk

17/8 Contract of Employment

CG explained that the old contract was quite out of date and a new version needed to be signed. She reported that the key differences were that the contract hours have increased (as resolved by full council in December 2015), and the calculation of the annual leave entitlement was amended following the resolution above. The clerk amended the annual leave entitlement manually, which was initialled by the clerk and ML. The revised contract was duly signed by the chair of LPC and the clerk.

17/9 Pay Review update

CG confirmed that Sarah Mason of CALC has requested clarification about what the Staffing Committee wants her to achieve regarding the pay scale review. The clerk advised that LPC decided in December that Cllrs Grey, Linfoot and Perry would fill out the survey and Cllr Keith Bilston would be the "one main contact for further clarification if required." The clerk also read from the LPC minutes of 4th April 2013, Item 5, regarding the suggested the pay scale for the clerk's position.

17/10 Pay Review mandate for CALC

It was **RESOLVED** that the Staffing Committee request from CALC a suggested pay scale for the clerk's position at Luxulyan Parish Council. Sarah Mason should look at the job description and the survey results. She should request further clarification from Cllr Bilston if required.

17/11 Report from Chair of Staffing "0218"

The Committee **NOTED** the report. CG reported that Sarah Mason of CALC strongly suggested that the Committee not address the report but appoint another councillor along with Cllr Grey to go over the points informally with the clerk.

17/12 Supervisory session

The Committee noted Sarah Mason's advice but thought that three councillors could handle the informal session better. It was **RESOLVED** to appoint Cllr Perry and Cllr Bob Hatton along with Cllr Grey to go over the Report 0218 with the clerk, and at the clerk's

request, that this should be arranged as soon as is convenient. They will then report back to the Staffing Committee with their conclusions and any action points.

17/13 Business for the next meeting

To receive the conclusions of the working party.

17/14 Date of the next meeting

The next meeting of the Staffing Committee will be arranged as soon as possible, as requested by the clerk, after the informal supervisory session with the clerk to discuss Cllr Grey's report.

The Chair thanked everyone and the meeting closed at 2.20 pm.

Mrs C Wilson ~ Parish Clerk ~ 22 March 2018