

19 New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

Members Present: Cllrs Jackson, Massey, Pepper (Chair)

In attendance: Clerk

STAFFING COMMITTEE MEETING

The **Broadclyst Parish Council Staffing Committee** met at Clystnet Office, Exeter Airport Business Park on

Monday 30th January 2017 at 12:30hrs.

MINUTES

Press and public were 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 was transacted:

S17/07 APOLOGIES

Apologies for absence were received and accepted from Cllr Staddon (work commitment). The staffing committee has a quorum of 3.

S17/08 DISCLOSABLE PECUNIARY INTEREST

There were no interests declared.

S17/09 CONFIDENTIAL ITEMS

It was resolved that this meeting is 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

A report summarising recommendations to Council 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 53 be recommended to Council on 6 February 2017 for ratification; that it be noted this scale point includes recognition for

external works in the past 6 months. This is to be implemented in accordance with the verbal discussion on 13 December, which awarded 50% as of 01.01.2017 and 50% from 01.04.2017

- ii. That the notice period in the Clerks contract be updated to 3 months both ways, and that notice periods in contracts of key personnel be reviewed to include length of service increments
- 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 (delegation/line management) and councillors (chairmanship; responsibilities as an employer)
- v. To review and update Council's policies including the staff grievance procedure, including a change of Chair of staffing committee.
- vi. That the staffing committee meets quarterly and receives a brief quarterly staffing report on personnel matters
- vii. That the staffing committee becomes a subcommittee of the Finance committee and reports to it quarterly.

S17/11 ADVERT/JD/PERSON SPEC

- i. To discuss detail of the Deputy Clerk for 3 days/week with responsibility for Planning (including NP), Traffic committee, flexible working pattern, and an Administration Assistant for 16 hours per week – detailed worker, part of a team/sole worker, driving licence, flexi time person spec and job description. To forward to Henry
- ii. To discuss and resolve where to advertise and for how long; closing dates for applications and the first round of interview dates. Assistant – job centre, social media, job sites if not satisfactory response. Deputy clerk SLCC/DALC

S17/12 CLOSE OF MEETING

The meeting closed at 13:15hrs

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST.