

**Present:****Chairman: Cllr Massey****Members: Cllr Jackson, Pepper****In attendance: Clerk, Deputy Clerk****M.O.P.: Meeting not open to press and public**

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 which will be held on **Monday 16th July 2018** at Broadclyst Sports Pavilions, Holly Close, Broadclyst, EX5 3JB at 19:00hrs for the purpose of transacting the following business:

MINUTES INDEX

S18/05 APOLOGIES.....	1
S18/06 DISCLOSABLE PECUNIARY INTEREST	1
S18/07 SUPPORT FOR NEIGHBOURHOOD PLAN.....	1
S18/08 CLOSE OF MEETING	2

MINUTES**S18/05 APOLOGIES**

The Committee resolved to accept apologies from Cllr Staddon (prior work commitment)

S18/06 DISCLOSABLE PECUNIARY INTEREST

There were no Interests declared.

S18/07 SUPPORT FOR NEIGHBOURHOOD PLAN

- i. The Committee considered the current capacity and workload of the NP Officer, noting the change in the balance between admin/technical work as the Plan progresses. The options for moving forward were noted as:

S18/19

Signed (Presiding Chairman).....

- a. Continue with current staff structure, accepting the Plan will take longer to complete which carries the risk that its evidence base will be out of date before it is 'made', and accepting that Council will be paying a Lead Officer to do all tasks, including basic admin work.
- b. Create NP admin support post on a part-time fixed-term contract.
- ii. The Committee received a report which set out the 2018/19 staffing budget and costed the creation of a p/t admin support post. This will create a staffing budget shortfall of c.£7,000.
- iii. The Committee considered a forward plan which supports the growing administrative side with supporting Neighbourhood Plan evidence documents, enabling the NP Officer to focus on the technical work.

RESOLUTIONS:

It was proposed by Cllr Massey to create a part-time admin support post on a fixed term contract. It was felt this makes better use of public money and does not impede Plan progress or put the evidence base at risk of becoming outdated. The post would be for 10 - 12hrs, split over 2 or 3 days. Council is a Living Wage Foundation accredited employer; the current rate is £8.75 (due to rise in the Autumn). Remuneration for the post would be in line with the Foundation's Living Wage, depending on experience of the successful applicant.

It was further proposed by Cllr Pepper to utilise Council's existing casual help to make a start on admin work during the summer holidays / recruiting process, up to the amount of £108 per week.

Both proposals were agreed unanimously and so it was RESOLVED.

S18/08 CLOSE OF MEETING

The meeting closed at 19:20hrs

Signed:

Print:

Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST