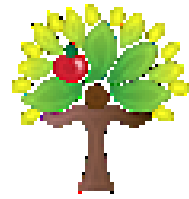


Present:**Chairman:** Cllr Pepper**Members:** Cllrs Chamberlain, Massey**In attendance:** Clerk**MOP:** None

19, New Buildings
Broadclyst
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EX5 3EX
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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 **Thursday 17th December 2020** at 14:00hrs via Microsoft Teams for the purpose of transacting the following business:

MINUTES (Draft)**S20/13 APOLOGIES**

Apologies were received from Cllr Rylance and Staddon. (Cllr Jackson on sabbatical).

S20/14 DISCLOSABLE PECUNIARY INTEREST

No new Interests were declared.

S20/15 MINUTES

The Committee received the draft Minutes of the Staffing Committee meeting on 3rd September 2020 for approval as an accurate record of the meeting.

RESOLUTION: It was proposed by Cllr Massey that the draft Minutes be accepted; agreed unanimously and resolved.

S20/016 STAFF APPRAISAL REPORT

- i. The Committee received a confidential report following completion of annual staff appraisals and considered the recommendations contained within;
- ii. The Committee received a verbal report from the Chair of Staffing and Cllr Chamberlain from the Clerks annual appraisal;
- iii. The Committee noted actions arising from the appraisals;

S20/017 BUDGET RECOMMENDATION

- i. So that the Council can prepare the its 2021/22 budget, the Committee recommends a total staffing figure of £177,624, broken down as follows:

- a. To make recommendation of £133,000 for all posts for 2021/22;
 - b. To make recommendation of £44,000 in respect of LGPS Pension and employer NIC contributions for 2021/22;
 - c. To make recommendation of £624 for Working from Home allowance for 2021/22.
- ii. The Committee also made recommendation for the following provisions to be made within the Councils budget:
- a. To make recommendation in respect of staff training and CPD of £6,000 for 2021/22;
 - b. To make recommendation that the Council should hold a maximum of £40,000 in EMR for staff contingency for 2021/2, increasing by £5,000 in 21/22 and a further £5,000 in 22/23;
 - c. To make recommendation for Payroll costs for 2021/22 of £550 (actual 19/20 of £527 plus 5% inflation).

RESOLUTION: It was proposed by Cllr Pepper, seconded by Cllr Massey and unanimously agreed to recommend that the Council sets a staffing budget of £177,264 for 2021/22 as described above, with an additional £11,527 for training, contingency, and payroll costs. This is a total reduction for staff and staff-related costs of £7,925 year on year and staff costs equate to 45% of the Councils budget (based on draft budget figures).

S20/018 LIVING WAGE

The Committee considered if the Council's pay structure and staff hours are at least those set by the Living Wage Foundation and meet legislative requirements in relation to the Living Wage.

RESOLUTION: It was proposed by Cllr Pepper, seconded by Cllr Massey and unanimously that the staffing committee confirms to Council that it meets all legislative requirements relating to the Living Wage.

S20/19 ANNUAL LEAVE

It was noted that staff had not taken their full amount of annual leave in 2020 due to Covid-19.

RESOLUTION: It was proposed by Cllr Chamberlain, seconded by Cllr Massey and unanimously agreed that that outstanding annual leave as a result of the Covid pandemic will be carried forward to be taken within a two-year period (all c/f leave must be taken before 31st December 2022).

S20/20 CLOSE OF MEETING

The meeting closed at 14:46hrs.

Signed:

Print:

Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST