



Chairman: Cllr Chris Pepper

Members present: Cllr Gent, Jackson, Massey

In attendance: Clerk

Members of public: 0

19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

BROADCLYST PARISH COUNCIL

STAFFING COMMITTEE MINUTES (Draft)

Members of the Press and Public were welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2)

There was a Staffing Committee meeting of Broadclyst Parish Council at 11am on **Tuesday 13th December 2016** in the **Clystnet meeting room, Fair Oak Close, Exeter Airport Business Park**, at which the following business was transacted:

Minutes (Draft)

NB: There was 1 matter of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month – see agenda item 16/11ii

16/07 APOLOGIES

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

The Committee resolved to accept apologies from Cllr Vaughan due to a prior commitment.

16/08 DISCLOSABLE PECUNIARY INTEREST

There were no declarations of interest from Members

Standing Orders were suspended:

16/09 CONFIDENTIAL ITEMS

There was one item (16/11) which the Clerk recommended should be dealt with by way of Part B

16/10 PUBLIC PARTICIPATION

There were no requests from members of the public to make representations, take questions or give evidence in respect of the business on the agenda under Standing Orders 3e to 3k.

The meeting reconvened under Standing Orders**16/11 STAFF APPRAISALS****i. Public Bodies (Admission to Meetings) Act 1960**

The Chairman proposed that the Committee resolves to exclude the public and press from the next item on the agenda under Part 2 of the Public Bodies (admission to meetings) Act 1960, and Standing Orders 3d, due to the confidential nature of the business to be transacted. All Members in agreement and so it was RESOLVED

ii. Staff Appraisals

A report was considered by the Staffing Committee following annual staff appraisals and recommendations contained within were considered

16/12 STAFFING STRUCTURE

Following the recent resignation of the Assistant Clerk, Council considered the optimal officer staffing structure of the Council for its current needs and operations.

The Staffing Committee suggested a revised Officer Staffing structure, creating 3 new roles of Council Manager, Assistant Clerk and Apprentice/trainee.

The Council Manager and apprentice would be full time posts, with the Assistant Clerk working 2 full days/week. New JD's / person specs for all posts will be drawn up; a budget allocation of £88,000 for Officer staff structure was considered appropriate for this structure.

16/13 STAFFING BUDGET

It was proposed by Cllr Jackson to resolve to recommend to the Council a total staffing budget allocation for 2017-18 of £124,000. The proposal was seconded by Cllr Massey, all Members of the Committee indicated their agreement, and so IT WAS RESOLVED.

16/14 CLOSE OF MEETING

The meeting closed at 13:00hrs

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST