

ST GERMANS PARISH COUNCIL

Chairperson: Patricia Pipe Email patricia.pipe@stgermansparishcouncil.gov.uk
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Minutes of the Employment Committee Meeting held at the Eliot Hall on Wednesday 16 June 2021 at 10am

Present

St Germans Ward: Cllr N Witton (Chair) and Cllr B Skelton
Bethany Ward: Cllr P Pipe

1. Election of Chairperson

Cllr Pipe proposed Cllr Witton. Seconded by Cllr Skelton. Agreed by all.

2. Declarations of Interests and Dispensations

- 2.1** To receive declarations of interest from Councillors on items on the agenda
- 2.2** To receive written requests for dispensations for disclosable pecuniary interests
- 2.3** To grant any requests for dispensations as appropriate.

There were no declarations made.

3. Public participation – there were no members of the public present.

4. Apologies for absence - There were no absences.

Please note the Press and Public are excluded from the rest of this meeting for sensitive reasons (Under the 1960 Public Bodies Admission to Meetings Act, it is proposed that because of the confidential nature of the business to be discussed, the public and press be excluded from the meeting for the business specified in the following items)

5. Approval of Minutes of Meeting held on Thursday 14 February 2019 (to approve the minutes as a correct record)

It was proposed by Cllr Pipe to approve the minutes. Cllr Witton signed the minutes. Cllr Skelton abstained.

6. Approval of Minutes of Meeting held on Thursday 14 March 2019 (to approve the minutes as a correct record)

It was proposed by Cllr Pipe to approve the minutes. Cllr Witton signed the minutes. Cllr Skelton abstained.

7. Approval of Minutes of Meeting held on Tuesday 17 March 2020 (to approve the minutes as a correct record)

It was proposed by Cllr Pipe to approve the minutes. Cllr Witton signed the minutes. Cllr Skelton abstained.

8. Understand and agree Terms of Reference Employment Committee 2021/22

Terms of Reference

Membership

- Membership of the Committee is up to five Councillors
 - Membership of the Committee shall be determined at the Annual Meeting of the Council.
- These terms of reference will be used continually until updated by an agreed motion.

- The Committee shall appoint a Chairman by election from members of the Committee at the first meeting in any financial year. (The Chairman of this Committee shall not necessarily be the Parish Council Chairman)
- The Committee may co-opt any person in an advisory capacity. This person(s) shall not be a voting member of the Committee.

Maximum number of seats = 5

Members appointed – Cllr Pipe, Cllr Witton and Cllr Skelton

Quorum = 3

Frequency of meetings - The Committee will meet as and when necessary to discuss relevant employment issues

The Committee is delegated the following responsibilities:

Personnel and Staffing

- To draft and keep under review the staffing structure of the council and make recommendations as appropriate (currently 1 employee only).
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To keep under review all staff contracts of employment, terms and conditions and make recommendations to full council.
- To monitor the council’s employment policies and procedures in respect of changes to legislation and make recommendations to council where appropriate.
- At least one meeting to be held each year.

Performance

- Two nominated councillors will carry out the annual staff appraisals no later than March each year. A recommendation by the nominated councillors, based on the annual appraisal will be made to full council with regards to:
 - any pending annual increment for the next financial year and/or matters to be raised.
 - identifying training requirements through the appraisal and agree staff training programmes.
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The committee will:

- make recommendations on personnel related expenditure to the finance committee of the council.
- consider any amendments to the Contract of Employment and job description as put forward by the employee or NALC, SLCC or CALC and recommend to the council any action considered necessary.
- Consider and agree annual leave requests.

Complaints

- To receive and consider any complaints made under the council’s complaints policy.
- To investigate and, where appropriate, hear complaints made under the council’s complaints policy and take whatever action necessary.

The Terms of Reference above were discussed and agreed. This was proposed by Cllr Pipe, seconded by Cllr Skelton and agreed by all.

9. Clerks timesheet

It was agreed to add the Clerks monthly timesheet to the monthly meetings. Overtime when accrued to be detailed.

10. Annual appraisal

It was agreed that Cllr Pipe and Cllr Witton will carry out the appraisal on Wednesday 23 June at 10am.

11. CiLCA qualification + pay scale – The Clerk qualified 29 September 2020. An increase in 1 point on the national salary award pay scale is recommended.

12. Annual pay review & leave – Cllr Witton asked to see the contract of employment but it was not available. To be looked at with the appraisal next week.

The Clerk read out a national minimum leave entitlement which states 22 days (from 1 April 2020). The Clerks leave is currently pro-rated on 20 days.

13. Pension – Currently Nest scheme paid monthly which meets the minimum criteria. The Clerk asked if the LGPS could be considered.

Meeting closed at 11.11am.

Signed as a true record of the meeting.....

Chairman

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Date