

CLAYTON PARISH COUNCIL - STAFFING COMMITTEE

MEETING HELD AT CLAYTON LIBRARY Monday 18th September 2017 – 6.30pm

Minutes - draft

- 2017/068 **PRESENT**
Councillors; Pitts (Chairman), Andrew, Smith, Vasey and Kaushal-Bolland.
- 2017/069 **IN ATTENDANCE**
Claire Hepton, Clerk
Helen Rankin, Asst clerk
- 2017/070 **APOLOGIES FOR ABSENCE**
Cllr Brar – apologies approved
- 2017/071 **DISCLOSURES OF INTEREST**
None received.
- 2017/072 **ADMISSION OF THE PUBLIC**
(Clayton Parish Council Standing Order No 67)
None of the tabled items to be discussed were required to be held in closed sessions.
- 2016/073 **PREVIOUS STAFFING MINUTES**
It was recorded that there was a typo error for the terms of reference. In addition, the minute numbers were incorrect. These are to be amended.
Proposed: Cllr Kaushal-Bolland **Seconded:** Cllr Smith
All in favour
Resolved: That the minutes from the last meeting on 5th June 2107 are approved and signed by the Chairman.
- 2017/074 **REVIEW OF THE CLERK AND ASSISTANT CLERKS HOURS**
A paper was presented outlining the proposal for the change in working hours of the employed staff
Clerk – currently the clerk is employed for 18 hours a week and the proposal is to increase these hours to 22. Additional administration and line management of the assistant clerk all contributed to the increase in workload.
Assistant clerk – currently the assistant clerk is employed for 12 hours a week and the proposal is to increase these hours to 22 per week. For the library to keep open and functioning well has meant that the asst clerk is regularly working well more than her contracted hours. The asst clerk has been unable to work alongside the clerk as the library has taken up all her time.
Proposed: Cllr Kaushal-Bolland **Seconded:** Cllr Smith
All in favour
Resolved: That the increase in the clerk and assistant clerk’s hours are approved at this committee. Formal resolution is now required at full council as this committee does not have the delegated powers to implement.
- 2017/075 **PUBLIC CONSULTATION AND QUESTION TIME**
Co-option process to be reviewed at the next meeting.
- 2017/076 **DATE OF NEXT MEETING**
The date of the next meeting of the Staffing Committee would be on Tuesday 10th October at 6.30pm in Clayton Library.
There being no further business the meeting closed at 7.25pm