

CLAYTON PARISH COUNCIL- STAFFING COMMITTEE

MEETING HELD AT CLAYTON LIBRARY – 4th March 2019 At 8.00pm

Minutes - draft

- 2019/001 **PRESENT**
Councillors; Pitts (chairman), Andrew, Thirkill & Vasey
- 2019/002 **IN ATTENDANCE**
Claire Hepton, Clerk
Helen Rankin. Asst clerk
1 members of the council not serving on the committee
- 2019/003 **APOLOGIES FOR ABSENCE**
None received
- 2019/004 **DISCLOSURES OF INTEREST**
None recorded
- 2019/005 **ADMISSION OF THE PUBLIC**
None of the tabled items to be discussed were required to be held in closed sessions.
- 2019/006 **PREVIOUS MINUTES AND MATTERS ARISING**
Minutes from 1st October 2018 were accepted as a correct record of the meeting.
Proposed: Cllr Andrew **Seconded:** Cllr Vasey
All in favour
- 2019/007 **YEARLY REVIEW FOR THE CLERK/ASST CLERK AND PAY SCALE REVIEW**
Members received a report regarding the review of the asst clerk. It was noted that allocation of time was being reviewed to allow the asst clerk to support the clerk more. Clerk recommended a pay scale increment from SCP 19 – 20. With the new pay scales from NALC now in place this would now be referred to as SCP 9
Proposed: Cllr Andrew **Seconded:** Cllr Thirkill
All in favour
- The staffing chairman confirmed that the appraisal for the clerk has also taken place. No concerns noted. The clerks time was being spread very thinly and as a result more would need to be delegated out to the asst clerk.
- Chairman recommended a pay scale increment from SCP 31 – 32. With the new pay scales from NALC now in place this would now be referred to as SCP 26
Proposed: Cllr Andrew **Seconded:** Cllr Vasey
All in favour
- Resolved:** that the staffing committee recommend these pay awards as set out above for full council resolution on 21st March.
- 2019/008 **HANDYMAN**
It was agreed that the clerk compile a list of jobs that the handyman/contractor would be required to do from that a job description would be put together.
- 2019/009 **PUBLIC CONSULTATION AND QUESTION TIME**
None received.
- 2019/010 **DATE OF NEXT MEETING**
The next meeting to be arranged.

There being no further business the meeting closed at 9.00pm