

**CLAYTON PARISH COUNCIL  
STAFFING COMMITTEE**

**MEETING HELD AT CLAYTON VILLAGE HALL  
Thursday 9<sup>th</sup> February at 6.30pm**

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**Minutes – draft subject to approval**

- 2017/030      **PRESENT**  
Councillors; Vasey (Committee chairman) Pitts, Kaushal-Bolland and Brar
- 2017/031      **IN ATTENDANCE**  
Claire Hepton, Clerk
- 2017/032      **APOLOGIES FOR ABSENCE**  
None were received
- 2017/033      **DISCLOSURES OF INTEREST**  
None received.
- 2017/034      **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.
- 2016/035      **PREVIOUS STAFFING MINUTES**  
Proposed: Cllr Pitts                      Seconded: Cllr Vasey  
All in favour  
**Resolved:** That the minutes from the last meeting on 5<sup>th</sup> December 2016 are approved and signed by the Chairman.
- 2017/036      **PUBLIC CONSULTATION AND QUESTION TIME**  
No public in attendance hence no questions raised.
- 2016/037      **CLERK'S CONTRACT/SALARY WITH EFFECT FROM APRIL 2017**  
  
Council agreed to look at the contract of the clerk to bring it in line with SLCC's model contract and with the council's policies. The current job description was updated to reflect the changes in the roles and responsibilities of the clerk. Cllr Vasey asked to add 'Data controller' to the job description thus ensuring the council's registration with the ICO and compliance with DPA. Cllr Kaushal-Bolland proposed that the pay scale of the clerk should also be amended. The current SCP for the clerk was LC1 which applied to councils with an income of less than £25,000. The proposal was to move to SCP2 26-34 (progression dependant on performance). A question was raised regarding the percentage of budget that was spent on the administration of the council's duties and powers. The committee agreed that the change in pay scale reflected the role and responsibilities of the clerk's employment. Committee could authorise increments within current pay scales but had no power to change to a different pay scale. This would go to full council for their consideration.  
Proposed: Cllr Kaushal-Bolland                      Seconded: Pitts  
All in favour:  
**Resolved:** That the clerk's contract be reviewed and that the pay scale changes be put to full council for consideration.
- 2017/038      **ASSISTANT CLERK JOB DESCRIPTION AND SALARY**  
Cllr Kaushal-Bolland presented the proposed job description. Clarification was required on who they report to. On a day to day basis the asst clerk would report to the clerk but would be accountable to the Library Oversight group. Pay scale was discussed and approved. The job advert would be displayed around the village and on all forms of social media/website. Interview panel would consist of Mandy Webb from Bradford Libraries Service's the clerk and Cllr Pitts. Those interested would have to apply via the clerk and submit a covering letter and complete an application form. Interviews would take place on 13<sup>th</sup> March. (Bradford Council did confirm that they would support the library with staff until end April should we not be able to fill the post by the end of March).  
Proposed: Cllr Kaushal-Bolland                      Seconded: Cllr Vasey  
All in favor.  
**Resolved:** That the job description and salary banding is approved. The committee also approved the advert, the interview panel and the process involved.
- 2017/039      **DATE OF NEXT MEETING**  
The date of the next meeting of the Staffing Committee will be on 16<sup>th</sup> March 2017 at 6.00pm at the Village Hall.  
**There being no further business the meeting closed at 7.30pm**