

BRYMPTON PARISH COUNCIL

COUNCILLORS ATTRILL, BURT, SEIB AND WESTON, YOU ARE REQUESTED TO ATTEND THE NEXT MEETING OF THE STAFFING COMMITTEE OF BRYMPTON PARISH COUNCIL TO BE HELD AT 7.00 P.M. ON THURSDAY, 11TH JUNE 2020 ONLINE AT ZOOM U.S.

Meeting ID: 955 083 0972

Elizabeth James
Mrs E James, Clerk
28TH May 2020

AGENDA

- 1. TO RECEIVE ANY APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST**

3. MINUTES OF MEETING HELD ON 25th SEPTEMBER 2019

To approve the minutes of the meeting held on 25th September 2019, previously circulated and attached to the agenda.

4. REVIEW OF CLERK'S CONTRACT OF EMPLOYMENT, JOB SPECIFICATION, LONE WORKING POLICY, PERSONAL DEVELOPMENT REVIEW AND OFFICE RISK ASSESSMENT

(a) CLERK'S CONTRACT OF EMPLOYMENT,

There is a requirement for the Council to review the Clerk's salary annually. It is noted that the National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services applies to the Clerk's contract and that an agreed salary award was implemented from 1st April 2019 and reflected in the current Brympton Parish Council budget. Negotiations are taking place at the NJC with regard to the salary award but no agreement has yet been reached.

(b) JOB SPECIFICATION,

It is considered that there are no outstanding issues.

(c) LONE WORKING POLICY,

Although the Clerk is currently working from home, it is considered that the policy remains fit for purpose.

(d) PERSONAL DEVELOPMENT REVIEW

In accordance with min. no. 6/19/SC(d), a personal development review has been carried out by the Chairman of the Staffing Committee.

(e) OFFICE RISK ASSESSMENT

In accordance with min. no. 6/19/SC(d), an office risk assessment has carried out by Mr Burt.

5. REVIEW OF OFFICE EQUIPMENT

Currently the computer, printer and some files are being used at the Clerk's home. Although the room cannot be locked, the house is secure. With regard to the Parish Office, other than one filing cabinet which cannot be locked, the office equipment is in good order. The office is in good decorative order.

6. SUCCESSION PLAN

The Chairman of the Staffing Committee has been advised by the Clerk that she intends to retire on 28th February 2021, when she will complete 20 years' service. Members will be asked to consider the formulation of an exit succession plan, to enable a smooth transfer to a replacement Clerk.

7. TO AGREE A DATE FOR THE NEXT STAFFING COMMITTEE

A meeting would be required no later than September to ensure that the Staffing budget can be approved for submission to the Council in October.

DRAFT MINUTES – OTHER THAN MINUTE 9/19SC WHICH WAS APPROVED BY RESOLUTION ON 25TH SEPTEMBER 2019

BRYMPTON PARISH COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING OF BRYMPTON PARISH COUNCIL , HELD ON WEDNESDAY, 25TH SEPTEMBER 2019 AT THE PARISH ROOM, ABBEY COMMUNITY CENTRE, (9.30 P.M. – 9.50 P.M.)

PRESENT:

Mr K Weston (Chairman)
Mr P Burt
Mr P Seib

Mrs E M James (Clerk)

1/19SC TO APPOINT A CHAIRMAN FOR THE FORTHCOMING MUNICIPAL YEAR

It was RESOLVED to appoint Mr Weston as Chairman for the forthcoming municipal year.

2/19SC TO APPOINT A VICE-CHAIRMAN FOR THE FORTHCOMING MUNICIPAL YEAR

It was AGREED to defer this item to the next meeting.

3/19SC TO RECEIVE ANY APOLOGIES FOR ABSENCE

A personal apology for absence was received from Mr Attrill.

4/19SC TO RECEIVE ANY DECLARATIONS OF INTEREST

None

5/19SC MINUTES OF MEETING HELD ON 24th OCTOBER 2018

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It was RESOLVED to approve the minutes of the meeting held on 24th October 2018, which were then signed by the Chairman.

6/19/SC REVIEW OF CLERK'S CONTRACT OF EMPLOYMENT, JOB SPECIFICATION, LONE WORKING POLICY, PERSONAL DEVELOPMENT REVIEW AND OFFICE RISK ASSESSMENT

(a) CLERK'S CONTRACT OF EMPLOYMENT,

The Clerk's Contract of employment and remuneration were reviewed with no amendments being made.

(b) JOB SPECIFICATION,

The Clerk's job specification was reviewed with no amendments being made.

(c) LONE WORKING POLICY,

The Lone Working Policy was reviewed with no amendments being made.

(d) PERSONAL DEVELOPMENT REVIEW

It was AGREED that the Chairman carry out a review in the municipal year 2019-2020.

(e) OFFICE RISK ASSESSMENT

It was RESOLVED that Mr Burt carry out the annual Risk Assessment of the office. It was RESOLVED that Mr Weston carry out a DSE risk assessment.

7/19SC TRAINING

It was AGREED that the current arrangement in force, whereby the Parish Council pay 2/3rds of relevant training courses, with Odcombe Parish Council paying the remaining 1/3rd. should continue.

8/19SC REVIEW OF OFFICE EQUIPMENT

It was NOTED that , other than one filing cabinet which cannot be locked, the office equipment was in good order. It was AGREED that SSSDC should be asked if they had a surplus filing cabinet. It was NOTED that the office was in good decorative order.

9/19S STAFFING BUDGET FOR 2020-2021 FOR SUBMISSION TO THE COUNCIL

It was RESOLVED to approve a staffing budget for 2020-2021 of £22739 as detailed below.

	2019-2020	2020-2021	
Democratic Services			
Clerks Salary	16564	17389	A 5% increase was agreed.
NI (employer)	1300	1350	A £50 increase was agreed.
Clerks Gratuity (code name to be changed to "pension" when new Clerk is appointed	200	200	EMR Funds - no longer kept in separate account.
Clerks Mileage	150	200	Inflation
Earmarked reserve for staff sickness	3000	3000	It had been agreed to earmark £3000 reserves in both 2019 and 2020 (total £6000)

Training	1000	1000	It was AGREED that the training budget should remain at £1,000 to cover both Clerk and Councillors.
Total	22214	22739	

It was RESOLVED to APPROVE a minute to this effect, so that the budget could be submitted to full Council.

Members were reminded that the Clerk is over retirement age and the current pension regulations do not apply. However, on appointment it was agreed that the Clerk would receive a gratuity on retirement.

10/19SC TO AGREE A DATE FOR THE NEXT STAFFING COMMITTEE

It was AGREED that the next meeting of the Staffing Committee would be held on 25th March 2020 at 7 p.m.